

Approved May 10, 2024



**NEW MARKET SKILLS CENTER
Administrative Council Minutes
March 22, 2024**

REGULAR ITEMS:

Call Regular Meeting to Order

Chair Kevin Bogatin called the meeting to order at 11:01 AM

Meeting Location: New Market Skills Center – Derek Lohmeyer Lecture Hall

Administrative Council Members Present: Kevin Bogatin, Bryon Bahr, Jennifer Bethman, Deb Clemens, Clint Endicott, Lisa Grant, Thad Nelson, Chris Woods, Gretchen Maliska – Career Connected Learning Director for Wyatt Jessee, and James Whitehead – Executive Director of Secondary Education for Patrick Murphy

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: There were no guests in the audience.

Council Member Clemens and Council Member Nelson seconded the approval of the Agenda as presented.

APPROVAL OF CONSENT AGENDA:

Administrative Council Minutes – February 9, 2024

South Sound Council Meeting Minutes – February 15, 2024

New Market News – March

Shelton School District Representative Maliska moved and Council Member Endicott seconded the approval of the Consent Agenda.

EXECUTIVE DIRECTOR'S REPORT

Capital Projects – Mel Murray

With Capital Projects managing facilities, land, and offering some managerial support, Tumwater School District's Director of Facilities & Capital Projects Mel Murray shared updates on projects in the pipeline. New Market's original building is 40 years old with no preservation work to date. Messrs. Murray and Ishler explained the process of skills centers modeling community colleges when submitting requests to legislatures for building improvements, of which minor projects (under \$5M) having been increased due to inflation. We are looking at a couple of years before we will see our major projects updated, i.e. building exteriors, power, HVAC systems. Mr. Murray is staying in touch with the contractor of the 400+ unit apartment building that will be built across the street from the campus. They expected to break ground this fall, however, this may be delayed.

Program Highlight – Professional Medical Careers

The Council Members walked over to the Professional Medical Careers' skills lab to take a tour. They were matched up with students from their own districts to have their blood pressure taken. They then went to the program's classroom and were given a demonstration of the new anatomage table – a 3D anatomy & virtual dissection platform. The table is the newest high-tech addition to the program purchased with the Healthcare Simulation Care Labs grant. Council Member Endicott appreciated the interaction with the students and Mr. Ishler pointed out how having an RN and LPN teaching the program "makes things real".

EXECUTIVE DIRECTOR'S REPORT – Continued

Student Recognitions:

Medical Assistant – South Sound Business Magazine

Mr. Ishler shared the South Sound Business Magazine article which included a writeup about Jesse Morales-Camacho, a shared New Market Medical Assistant / Shelton High School student. Jesse is currently competing in the SkillsUSA state competition and looking forward to taking the Clinical Medical Assistant exam which gives him the opportunity to earn a certification allowing him to work in a medical setting once he graduates high school. Jesse's goal is to attend a local community college while he's working so he ultimately can earn his nursing degree and become a pediatric or intensive-care unit nurse.

Students of the Quarter

The 2nd quarter *Students of the Quarter* list is enclosed for the Council Members information. Students are selected by their instructors to receive this award.

Program Exploration Night – Registration Open House – March 7, 2024 - Recap

Mr. Ishler gave an update on the March 7 *Program Exploration Night – Registration Open House* which saw approximately 200 people who were scattered throughout the campus over a couple hour period. This was an open house style opportunity for the community to meet instructors and to see the shops and skills areas. It was decided we will host this event earlier next year as we had over 700 applications by March 7 and feel this was too late for this event.

Also hosted on New Market's campus was the Tumwater Chamber's *Find Your Future Event* – Saturday, March 16. With over 500 people turning out, it was well organized and the weather was beautiful. Chair Bogatin, Mr. Ishler, and CTE Directors Brad Hooper and Teri Malone were in attendance.

School Outreach Calendar

Enclosed is a list of the schools and their events that New Market staff has been invited to attend. Mr. Ishler appreciates that our staff always feels welcomed.

Fall Registration – Update

The enclosed fall registration tracker was run Monday, March 18. As of this morning, we are at 970 applications for the 2024-2025 school year. This is 94% of our capacity. Due to a number of our districts only transporting students for the AM session, it fills the quickest. We have approximately 20 spots available in the AM session and 60 in the PM session.

2024-2025 Slot Assignments

As a reminder, the Slot Assignments spreadsheet is based on each district's lowest three-year average or January's AAFTE. We are still at the point where we are only placing consortium students in programs. We will open up to non-consortium students on May 1. There will be few spots available.

Consortium Demand

Considering a 3rd session to meet the demand of the enrollment in our construction program, it was decided due to equitable reasons to take a year for planning and revisit this option for the 2025-2026 school year. A 3rd session has been tried at New Market in the past and dwindled. Because of this, the program/s chosen for a 3rd session (possibly 2:00-4:00 PM) would need to be in high demand. Construction Trades has two instructors and there is a significant wait list for the program. Other programs with wait lists that would be considered are New Market School of Cosmetology, Fire Fighting and EMS careers, and Vet Assistant.

Discussions were held pertaining to questions asked:

Number of potential students in NM School of Cosmetology: There would be 40 in the AM session with 80 in the PM session. The morning class would be 1st year only students with two instructors. The afternoon class would offer 40 1st year students and 40 2nd year students with four instructors. The afternoon 2nd year students would stay for the 3rd session which would allow them to get the hours needed to sit for the state exam, with two instructors.

EXECUTIVE DIRECTOR'S REPORT – Continued

Vet Assistant currently has two instructors; however, Mr. Ishler sees the possibility of this program continuing to grow.

Should we be looking at more specific pathways that are under the “renewable” category? With Construction Trades teaching under the Core Plus curriculum, Mr. Ishler discussed the pieces of plumbing and electric this program offers. He knows he could fill another classroom, however, would need legislative funding to expand the facility.

Enrollment Reports

The Enrollment Reports are included for the Council Members' review. New Market's average head count is 776 with an average 437 FTE. There was a discussion around the campus' capacity. Mr. Ishler shared that we have just under 1,000 seats available and often have more room in the PM session.

Financial Report

This year's running average has come in at 437 FTE which is over our budgeted 380 FTE. We overspent as needed and have a healthy balance. We have been asked by Melissa Richter, Tumwater School District's Executive Director of Finance, to budget closer to our expected FTE for the 2024-2025 school year so that we create capacity for our expenditures. Chair Bogatin explained how New Market's fund balance impacts Tumwater School District's employees as they do not understand that we are separate entities.

ACTION ITEMS

2024-2025 Calendar

Move to approve the school year 2024-2025 school calendar to continue following Tumwater School District, once finalized and approved by their school board.

Council Member Clemens motioned and Council Member Bahr seconded the 2024-2025 Calendar request. This motion was approved by unanimous vote.

2024-2025 Budget

Our host district Tumwater has asked NMSC to have its 2024-2025 SY budget approved by the administrative council at the March meeting if possible, and that the approved budget reflect a more accurate FTE projection, while remaining conservative.

Mr. Ishler is requesting a 470 FTE budget (enrollment has already exceeded this) and the authority to spend down the fund balance for the 2024-2025 school year.

After surveying consortium districts' certificated salaries, New Market's staff remains approximately 10% below the average. Mr. Ishler is requesting a 7.5% increase for certificated staff, along with their CTSO stipends, and the approval to follow Tumwater School District's TOPA increase for classified staff.

Council Member Endicott motioned and Council Member Bethman seconded the 2024-2025 Budget request. The motion was not approved with Council Member Nelson voting Nay.

INFORMATIONAL

Try-A-Trade – May 2, 2024

New Market is expecting 500 middle school and high school students from the area.

Scholarship Ceremony – May 16, 2024

The Scholarship Ceremony is an event hosted on campus by the New Market Skills Center Foundation.

INFORMATIONAL – Continued

Summer School 2024 – Registration Opens April 15, 2024

Looking to upgrade our Collision Repair Technology program's paint booth this summer, we will not hold the program, however, will offer a tandem two teacher Auto Service Technology program.

COUNCIL MEMBER COMMENTS

Standing Question: Future Meeting Topics

Chair Bogatin requested a tour of the Construction Trades' program at the May 10 meeting.

ADJOURNMENT

The meeting adjourned at 12:48 PM

NON-DISCRIMINATION STATEMENT

EQUAL OPPORTUNITY EMPLOYER: Tumwater School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Shawn Batstone, 360-709-7030, shawn.batstone@tumwater.k12.wa.us, Title IX Coordinator: Wendy Bromley, 360-709-7020, wendy.bromley@tumwater.k12.wa.us and Section 504 Coordinator: Chris Burgmeier, 360-709-7040, Chris.Burgmeier@tumwater.k12.wa.us Address: 621 Linwood Avenue SW, Tumwater, WA 98512