

Approved February 9, 2024



**NEW MARKET SKILLS CENTER
Administrative Council Minutes
December 8, 2023**

REGULAR ITEMS:

Call Regular Meeting to Order

Chair Kevin Bogatin called the meeting to order at 11:03 AM

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

Mr. Ishler introduced Master Sergeant Roy Calica, Navy National Defense Cadet Corps instructor as cadets from the program marched into the meeting to lead the flag salute. This program was added last school year, and this marks the first official event. The pledge was led by Cadet Diamond Caldwell, a senior at Tumwater High School. Cadet Caldwell enjoys PT to build muscle and has learned discipline, camaraderie, and teamwork in drill practice. She looks forward to the color guard competition.

Mr. Ishler thanked the students and Council Member Clemens asked the students for their grade, home school, and future plans:

Cadet Jasmine Thurman, Senior, Tumwater High School, pathologist in the Army

Cadet Diamond Caldwell, Senior, Tumwater High School, enlist in the Marine Corps

Cadet Jusmine Paule, Senior, River Ridge High School, enlist in the military

Cadet Diego Cortes-Monroy, Junior, Olympia High School, attend 4-year college and enlist in the Marine Corps

Master Sergeant Calica appreciates the Administrative Council's support of this program and is excited to see it grow. Currently, 41 students are enrolled. The morning session is full, and the afternoon session has a few open spots.

Administrative Council Members Present: Kevin Bogatin, Clint Endicott, Lisa Grant, Patrick Murphy, Chris Woods, Deb Clemens, Gretchen Maliska for Wyeth Jessee, Thad Nelson, and Bryon Bahr

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribes: Colleen Bonner & Tara Clemmens

Guests: Paula Perryman – CTE Director, Olympia School District, Brad Hooper – CTE Director, North Thurston Public Schools, Alisha Blain-Warner – Program Director, Leadership Thurston County, and Laurel Ponzoha – Student Support Specialist, New Market Skills Center

Council Member Clemens moved and Council Member Bahr seconded the Agenda as presented.

CONSENT AGENDA:

Administrative Council Minutes – October 13, 2023

Skills Center Directors' Meetings – June 13, 2023, September 12, 2023, October 10, 2023, and November 13, 2023

South Sound Council Meeting Minutes – October 19, 2023 and November 16, 2023

New Market News – November and December 2023

Donation

Items to be Scrapped: Broken Brake Lathe and Obsolete Tire Machine

Shelton School District representative Gretchen Maliska moved and Council Member Nelson seconded the approval of the Consent Agenda.

EXECUTIVE DIRECTOR'S REPORT

Leadership Thurston County – Summer Partnership

Leadership Thurston County (LTC) was founded in 1992 with the purpose of developing community leaders by acquiring knowledge, building relationships, and enhancing leadership skills. Alisha Blain-Warner, Program Director of Leadership Thurston County has been working on a project to create a community immersion program for area youth. In an effort to reach students from various school districts, LTC will be partnering with New Market Skills Center to offer an Industry Day of Enrichment to summer school students. Each summer school program will include a day where students can visit worksites, engage with guest speakers, or attend industry panels aligned with their career pathway. This opportunity, sponsored by Thurston County businesses, will be at no cost to New Market or students and will include lunch and transportation. Ms. Maliska shared that Shelton School District offers a similar program for their freshman students and would be available to discuss their successes and pitfalls. Chair Bogatin asked to be informed of the dates/times to share with councilmembers for potential board participation.

The Culinary Arts program provided lunch for the councilmembers. The menu choices were described by Chef Joel Shumate and the following Culinary Arts students: Kalvyn Hudson - Shelton High School, Dylan Stallings - Black Hills High School, & Anna Roberts – Cascadia High School.

Fall Program Advisory Dinner and Meetings – October 12, 2023

New Market Skills Center hosted a kick-off dinner for the New Market and Tumwater School District Fall Advisory Meetings. Keynote speaker Michael Cade, Executive Director of Thurston County Economic Development Council, presented regional economic data. It highlighted the importance of advisory member contributions in keeping our programs up to industry standards.

Marine Corps Bootcamp Graduate – October 13, 2023 – Navy National Defense Cadet Corps

Mr. Ishler shared the success story of a 2023 NMHS graduate, who started the NNDCC program last year with the odds against him. Now he visits the class in full military dress to speak to students about his path.

Career & College Fair – November 14, 2023

New Market's first Career and College Fair was a huge success. Laurel Ponzoha, Student Support Specialist, coordinated 36 vendors representing careers aligned with New Market programs. Students practiced their networking skills amongst the representatives and the room was a buzz the entire time. Additional vendors have reached out to Ms. Ponzoha to participate next year.

Bearzaar – Olympia High School – November 18, 2023 – Culinary Arts

For the 2nd year, our Culinary Arts program provided food and desserts at the Olympia Bearzaar Event. Olympia CTE Director, Paula Perryman, noted the valuable partnership between the OHS and NMSC culinary departments.

Student of the Quarter – November 20, 2023

Mr. Ishler congratulated the students who were awarded Student of the Quarter. The first quarter recipients represented various sending high schools.

Students' Blood Drive – Bloodworks Northwest – November 22, 2023

Our nursing and medical programs, supported by our Worksite Learning Coordinator, held a blood drive through Bloodworks Northwest. Twenty units of blood were collected from nineteen first time donors.

Enrollment Reports

By District

Mr. Ishler noted the current program headcount is 770, with 13 students enrolled in the worksite learning program. Enrollment remains high with 90% of seats filled.

Student Headcount by Program

This report breaks down the headcount and FTE numbers by district and high school. Councilmember Clemens asked if there was a column for each district's commitment numbers. Mr. Ishler will add district slot assignments to future reports.

Headcount Ethnicity Report

Councilmember Murphy appreciates the net numbers provided on the Ethnicity Report, but would like to see Race, Ethnicity, and Sped proportions by district served. He also inquired about adding free/reduced lunch numbers per district. Mr. Ishler indicated

EXECUTIVE DIRECTOR'S REPORT – Continued

that we do not participate in the free/reduced program, and do not currently collect that data from districts. Councilmember Clemens mentioned that each family would need to give permission to their home school to share free/reduced lunch data to New Market Skills Center.

Financial Report

Mr. Ishler provided an update on the financial report. Shelton School District representative Gretchen Maliska questioned why funding was so low when enrollment is up. Mr. Ishler replied that until each year January, apportionment is based on budgeted rather than actual FTE. In the January apportionment, any underpayment is corrected by OSPI. For this particular end-of-month report however, the November apportionment was also not reflected as it had not been yet transferred from TSD to the NMSC general fund.

Last meeting, Mr. Ishler was asked how much a certification exam cost. In our Professional Medical Careers program, the newly approved Home Health Care Aid certification exam is \$137 and Department of Health application fee is \$100. The Nursing Assistant Certification exam is \$155 and Department of Health application fee is \$86. Chair Bogatin asked if New Market covers the cost. Mr. Ishler stated that we try to cover what we can with grants, but we do not always have funding available.

TOPICS REQUESTED

Culinary Arts – Program Tour

The council members toured the Culinary Arts classroom, kitchen, and deli. Chair Bogatin appreciated the opportunity to see students in action. A new program visit will be scheduled for each meeting.

Open Doors Discussion

In previous meetings, Councilmember Clemens and Shelton School District representative Gretchen Maliska inquired about Open Doors. Mr. Ishler asked for clarification on the topic. Councilmember Clemens remembers wanting to capture the kids who never came back after COVID and having opportunities to fill the gaps in services. Mr. Ishler reached out to Andrew McCabe, Gravity Coordinator, who noted Gravity programs are currently located in Yelm, Lacey, Olympia, Shelton, and Lewis County. Tumwater currently does not have a significant demand for an additional location. Students enrolled in Gravity can also be enrolled in the Skills Center. Councilmember Clemens commented that Gravity is the right choice for some, but for others earning a diploma or certification could be a more impactful choice. Mr. Ishler provided information on New Market High School (NMHS), an ALE program located on the New Market campus. NMHS may be filling this gap, as its purpose is to provide opportunities for students to earn core academic credits and a high school diploma while concurrently enrolled in a CTE program that aligns with their career pathway. NMHS students receive individualized learning and support and are often students who don't find success in a comprehensive high school setting. NMHS is under the Tumwater School District umbrella, but does accept students from all districts with the proper transfer approval.

In addition, North Thurston Public Schools CTE Director Brad Hooper is working with Tumwater School District's CTE Director Brian Hardcastle and the United Way Financial Stability Task Force to create a post high school training program. This task force is a collaboration of United Way, SPSCC, PacMtn WorkSource, Masters Builders, and BIAW representatives and formed to meet community needs and provide training for living wage jobs. The highest need for skilled labor is in the carpentry field. The task force reached out to New Market to provide the facility for the planned construction training.

GRANTS RECEIVED

Fix Auto Grant through the I-CAR Education Foundation – Collision Repair Technology \$12,720

The grant provided \$5,000 towards equipment/paint supplies, \$1,000 for curriculum, and \$6,720 for student testing fees.

INFORMATIONAL

NM School of Cosmetology Fashion Show – December 16, 2023

New Market School of Cosmetology students are planning a fashion show fundraiser for December 16th. Tickets for the event are \$10. Funds are being raised for SkillsUSA competition fees.

New Market has increased its CTSO participation. 90 students are registered in SkillsUSA this year. The Skills Center will be hosting several SkillsUSA regional events this January.

EXECUTIVE DIRECTOR'S REPORT - Continued

Registration Kick-Off & CTE Counselor Workshop – January 11, 2024

Last year the annual Counselor Breakfast date and format were changed to meet the needs of counselor registration timelines and include counselor education components and clock hours. The event was moved from October to January and 56 counselors participated and earned clock hours. This year's Registration Kick-Off and CTE Counselor Workshop planning is underway. The event will include workshop presenters, a post-secondary path interview panel, and NMSC 2024-25 registration materials.

COUNCIL MEMBER COMMENTS

Standing Question: Future Meeting Topics

Councilmember Endicott thanked Mr. Ishler for always being open and receptive to new programs and ideas. He enjoyed the culinary tour.

EXECUTIVE SESSION

To Review the Performance of a Public Employee RCW 42.30.110 (g)

The Council Members entered into the Executive Session at 12:36 PM.

RETURN TO REGULAR SESSION

The Council Members returned to Regular Session at 1:00 PM

ADJOURNMENT

The meeting adjourned at 1:01 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