

Approved December 8, 2023



**NEW MARKET SKILLS CENTER
Administrative Council Minutes
October 13, 2023**

REGULAR ITEMS:

Call Regular Meeting to Order

Chair Kevin Bogatin called the meeting to order at 11:05 AM

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

Administrative Council Members Present: Kevin Bogatin, Jennifer Bethman, Clint Endicott, Lisa Grant, Patrick Murphy, Chris Woods, Brad Hooper for Deb Clemens, and Gretchen Maliska for Wyeth Jessee

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: Paula Perryman – CTE Director, Olympia School District, Dave Rutherford – CTE Director, Napavine School District, Bella Snow – Learning Support Specialist, New Market Skills Center, and Laurel Ponzoha – Student Support Specialist, New Market Skills Center

Council Member Bethman moved and Council Member Endicott seconded the Agenda as presented.

CONSENT AGENDA:

Administrative Council Minutes – May 19, 2023 – Approved electronically May 30, 2023

South Sound Council Meeting Minutes – August 17, 2023 and September 21, 2023

New Market News – September and October 2023

Donation

Council Member Endicott moved and Council Member Woods seconded the approval of the Consent Agenda.

EXECUTIVE DIRECTOR'S REPORT

2023-2024 SIP and Professional Development

Greatly reducing unexcused attendance issues a year ago, Mr. Ishler reported that New Market will continue working toward the goal of reducing them further. Sometimes students and parents do not know that they are to call into New Market as they feel their sending school is the only call that needs to be made and sometimes students are truant. When the latter happens, our attendance team including Chris Bradshaw and Laurel Ponzoha contact the students as soon as possible to intervene.

For many years, N. Thurston Public Schools has assigned a staff member to New Market's campus to support their students who have IEPs. After bringing data to the Council Members last year showing minimal difference between the course success of students with and those without accommodations, the board approved adding a contractor to serve as learning support specialist to work with all NMSC students not served by the NTPS staff member. As a result of summer interviews for the position, Bella Snow was brought on as a learning support specialist. Ms. Snow comes to us with a degree in psychology from Seattle University and aspirations to become a school counselor.

Executive Directors' Report, continued

To replace Lisa Wilson, we have hired Laurel Ponzoha as our Student Support and Career Guidance Specialist for 2023-2024. Ms. Ponzoha comes to us from N. Thurston Public Schools and is here to work with students and as a liaison with the home high school counselors.

Neural Education

To reach our professional development goals, New Market has contracted with Neural Education who will join the New Market staff seven times this school year as they work to apply lessons learned from the book *The Brain Based Classroom*. The staff from Cascadia High School is also participating in these professional development opportunities and is sharing the cost.

Summer School – Update

Summer school enrollment was at 480 students which included satellite programs.

Program Development

Since school year 2020-2021, New Market has collapsed two programs (Business Academy and Cyber Security) due to low enrollment and has added three programs (Diesel & Marine Technology, Navy National Defense Cadet Corps., and Medical Assistant), and has secured a business license through the Department of Licensing to offer our own cosmetology program and now has NM School of Cosmetology on campus. This year, we will add *home healthcare aide* to our Professional Medical Careers program offering students the opportunity to earn that certificate. The hours needed and standard of training is not as rigorous as the nursing program and will allow students who enter the program after the first of the year a chance to work toward the credential.

New Market has become a testing site for the State of WA to offer NAC exams to nursing students and our Professional Medical Careers program's nurses, Jaimee Dobson RN, and Megan Ritchie LPN, have been certified as proctors.

Personnel Report

New Contracts

- Laurel Ponzoha – CTE Student Support Specialist
- Bella Snow – CTE Learning Support Specialist
- Tony Ozzauto and Maddie Patton – NM School of Cosmetology

New Hires

- Natalie Fillippone – Administrative Secretary
- Fran Nickel – Buildings & Grounds Custodian

Enrollment Reports

By District

All programs, with the exception of Medical Assistant and Navy National Defense Cadet Corps., had wait lists entering August this year. Enrollment has hovered around 800 students on campus and we are just a little below that now.

Student Headcount by Program

We are currently over our budgeted 380 FTE by approximately 60 FTE – as compared to last year.

Financial Report

Mr. Ishler discussed the enclosed financial report reminding the Council Members that the apportionment is paid on the budgeted amount, rather than the actual FTE until January.

ACTION ITEMS

Napavine School District – Request to Join the Consortium

Council Member Endicott motioned and North Thurston Public Schools' Representative Mr. Hooper seconded the Napavine School District's request to join the consortium. The motion was approved by unanimous vote.

Core Instructional Staff Compensation

Council Member Murphy approved and Council Member Endicott seconded the Core Instruction Staff Compensation as enclosed in the packet. The motion was approved by unanimous vote.

Action Items, continued

Office Support Compensation

Council Member Bethman moved and Council Member Murphy seconded the Office Support Compensation request as enclosed in the packet. The motion was approved by unanimous vote.

Executive Assistant to the Director – Salary Steps

Before considering the requested action to add a fifth step to the salary schedule for the Assistant to the Executive Director position, the council requested more information on the schedule's recent history, a breakdown of duties, and comparisons to similar positions. The Council Members asked that this topic continue in an Executive Session at the December 8 meeting.

INFORMATIONAL

College & Career Fair – November 14, 2023

Ms. Ponzoha is working with community members and local technical schools to offer a college fair for the students.

The Army VR Flight Simulator flyer was added to the agenda packet. Having an event planned that was cancelled, the Army called our instructor and offered to schedule the simulator to come to our campus next Tuesday. All programs will be welcome to attend.

COUNCIL MEMBER COMMENTS

Standing Question: Future Meeting Topics

Chair Bogatin would like to take a look at what the Council Members' responsibilities are as part of the consortium. The Cooperative Agreement will be sent to the new superintendents.

Shelton School District Representative Gretchen Maliska asked that the Open Doors topic be brought back for discussion.

Council Member Murphy asked for a demographic report to be included with the agenda packets.

Council Member Endicott asked for programs to be highlighted or a walk-through campus to see students in action. The Council Members agreed that they would like to tour the campus.

Council Member Bethman asked if it would be possible to offer more satellite summer programs for the schools further away from the New Market campus. With the summer application needing to be submitted to OSPI right after the first of the year and programs needing to connect to our current frameworks, Mr. Ishler will work on this request with the CTE directors.

Due to the Action Items on this agenda, Mr. Ishler asked to have the minutes approved electronically so that the information may be sent to Tumwater School Districts Human Resources department for processing. Chair Bogatin felt this was an unnecessary step and asked that the approved items be sent to the appropriate Tumwater School District departments.

ADJOURNMENT

The meeting adjourned at 12:40 PM

NON-DISCRIMINATION STATEMENT

The Tumwater School District does not discriminate in any programs or activities on the basis of race, color, national origin, sex, disability, or age and provides equal access to the Boys Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator, Wendy Bromley, 360-709-7020, Address: 621 Linwood Ave SW, Tumwater, WA 98512. Civil Rights Compliance Coordinator, Shawn Batstone, 360-709-7030, shawn.batstone@tumwater.k12.wa.us. Address: 621 Linwood Ave SW, Tumwater, WA 98512. Section 504 Coordinator, Andra Kelley-Batstone, 360-709-7030, 621 Linwood Ave SW, Tumwater, WA 98512, andra.kelleybatstone@tumwater.k12.wa.us.