

**NEW MARKET SKILLS CENTER  
Administrative Council Minutes  
March 24, 2023**



**REGULAR ITEMS:**

**Call Regular Meeting to Order**

Chair Carole Meyer called the meeting to order at 11:03 AM

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

Administrative Council Members Present: Carole Meyer, Bryon Bahr, Clint Endicott, Lisa Grant, Thad Nelson, Brad Hooper for Deb Clemens, Teri Pablo for Bryan Wharton, and Career Connected Learning Coordinator - Gretchen Maliska for Wyeth Jessee

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: There were no guests in the audience.

Shelton School District Representative Maliska moved and Council Member Endicott seconded the Agenda as Presented.

**CONSENT AGENDA:**

**Administrative Council Minutes** – February 17, 2023

**South Sound Council Meeting Minutes** – February 16 and March 16, 2023

**New Market News** – March

**Next Meeting**

May 19, 2023

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

**EXECUTIVE DIRECTOR'S REPORT**

**Students of the Quarter**

Mr. Ishler shared the names of those who were awarded Students of the Quarter – for the 1<sup>st</sup> and 2<sup>nd</sup> quarters. New Market acknowledges the students by gathering together, having a dessert from the deli, listening to the teachers share why they nominated the student, and by notify the sending school counselors.

**Fall Registration - Update**

Fall registration is going well as we are approaching 600 applications. Due to being full, we have closed a few programs; Art & Animation, Auto Service Technology, Construction Trades, Diesel & Marine, Technology, and Vet Assistant. As a reference, our capacity is 900 seats and this year we have between 700 and 750 students attending. We will honor the slot assignments agreement we have with our consortium districts.

## **Executive Directors' Report, continued**

### **SIP Mid-Year – Update**

Goal 1 - Mr. Ishler is waiting on the crosswalk documents for the Medical Assistant and Veterinary Assistant programs. Once he receives these he will send them to Tumwater School District's Teaching and Learning department for vetting. They should be submitted within the next week.

Goal 2 – With a focus on attendance and wanting to see a 10% reduction in unexcused absences, we have found one issue is students not knowing that they have to call in to their sending school *and* New Market when absent.

Goal 3 – Is working toward teaching students to think critically. Mr. Ishler does feel there has been improvement, however, as the Improvement Plan is written, it shows we have not met this goal.

### **Student Achievement Data**

Mr. Ishler reminded the Council Members of the past discussion with regard to SPED IEP support for students while on New Market's campus. He, at that time, felt good about the grades the students were receiving and said he would bring information back to the Council Members if he were to become concerned. Reports are now showing that students who qualify for SPED support are failing at a higher rate. There was a discussion around this topic with Council Member Grant asking that we continue to keep track to determine whether having someone on campus does show positive results.

### **Consortium Outreach**

Although it is great that all schools are now requesting New Market to participate in their events, it does take an employee away from the campus. This, along with a 40% increase in students, has become a burden on our front office staff.

### **Programs – Highlights and Updates**

*Cosmetology* - Mr. Ishler shared the news that we have received approval from the Department of Licensing to begin our own cosmetology program on campus. The remodel in building B is complete, the DOL site visit is scheduled for next week, we are in the process of furnishing the classroom, and we have posted a position for instructors and have so far received seven applications. With the program on our campus, we will hold AM and PM classes which will allow students to take their sending school busses. This will help with equity for those who could not attend because they did not have their own transportation to get to the Olympia site. The program will include two school years, including summers, with only a handful of weekends and evenings needed in order to meet the number of hours required for students to take the state exam.

*Vet Assistant – Expansion – Thurston Talk* – Mr. Ishler shared the two enclosed Thurston Talk articles discussing the popular Vet Assistant program. As of this morning, we have received 42 applications for the fall AM session. With these numbers, a classroom available, and the previous Vet Assistant instructor working as a TOSA and excited to get back into the classroom, we plan to expand the program. This will allow additional students to attend without an additional cost to New Market.

### **Open Doors vs New Market High School**

At a previous meeting, Council Member Clemmens asked that the prospect of the consortium offering a program similar to Open Doors be explored. It was decided that this topic will be brought back to the May meeting when more superintendents are able to attend. In the meantime, Chair Meyer passed contact information on to Mr. Ishler of a gentleman she has worked with in the past and she plans to add this topic to the Thurston County Superintendents' agenda for their next meeting. Mr. Ishler shared that the NW Career and Technical Academy (skills center) operates Open Doors exactly like our New Market High School program. NMHS has the capacity to serve a dozen or more students. Mr. Ishler does not market this program aggressively.

### **Enrollment Reports**

*By District* – With an average FTE of 415.9, Mr. Bradshaw confirmed that our enrollment trends are typical for this time of year. Attendance letters are sent home and counselors are notified at absences in increments of 5, 10, 15, and 20 days missed. The Olympia cosmetology program's enrollment has gone from 40 students down to 20 over this school year. These students are calculated at 1.0 FTE which explains why our headcount remains virtually the same while FTE has decreased.

*Student Headcount by Program* – Many of our programs are full. The Manicuring program was only offered at the Centralia Beauty College and will not be offered next year.

*Program Headcount by District* – This report, requested by Council Member Murphy, shows the number of students in each program – by district.

## EXECUTIVE DIRECTOR'S REPORT - Continued

### Financial Reports

*February 2023* – The numbers in the enclosed *Financial Report for the Months of September-February* will change as we are expecting our March apportionment within the next week. Mr. Ishler reminded the Council Members of the \$200,000 buydown that was used for the on-site cosmetology program.

*2023-2024 Budget – Draft – To be distributed at the meeting* – The 2023-2024 Draft Budget was distributed to the Council Members for their review. Mr. Ishler will bring the final budget to the May meeting for approval. Even though we remained above 400 FTE this year and we expect enrollment to come in high again for the 23-24 school year, Mr. Ishler feels he should budget conservatively. We will also plan for a \$100,000 buy-down to purchase outdated and new program furniture. Also included is the estimated 3.7% statewide IPD and Director's salary to be tied to the category of MS Principal beginning July 1 for the 2023-2024 school year. Regarding alignment of the director's salary, Chair Meyer requested a motion to help Tumwater School District with planning, which was made by Counsel Member Clint Endicott (Tenino) and seconded by Counsel Member Bryon Bahr (Rainier). Pay for summer session will remain separate and paid via time slip per previous arrangement. The motion passed unanimously. Mr. Ishler is also proposing additional staffing in the front office and campus-wide SPED support. Understanding that districts receive funds for SPED support, however, are stretched with needing to use levy money to support the students on their campuses, he feels New Market can afford to pay for this position.

### Grants Received

*Healthcare Simulation - \$200,000* – Our Professional Medical Careers program has received a \$200,000 healthcare Simulation grant. The funds must be spent by June 30. This is exciting as it will bring our nursing program back up to a prestigious level.

### Council Member Comments

*Standing Question: Future Meeting Topics*

Yelm Community Schools Representative Pablo thanked Mr. Ishler for the great job he is doing as FTE has recovered and viable programs are being offered.

Chair Meyer summarized the following:

- The request for SPED data, by district, to be included in the May agenda packet.
- To revisit the Open Doors vs New Market High School topic and that she will take this to the Thurston County Superintendents' meeting for their input.

### ADJOURNMENT

The meeting adjourned at 12:03 PM

### NON-DISCRIMINATION

*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 and Civil Rights Compliance Coordinator, Shawn Batstone, 360-709-7030, [shawn.batstone@tumwater.k12.wa.us](mailto: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](mailto:andra.kelleybatstone@tumwater.k12.wa.us).*