

**NEW MARKET SKILLS CENTER  
Administrative Council Minutes  
October 21, 2022**



**REGULAR ITEMS:**

**Call Regular Meeting to Order**

Chair Carole Meyer called the meeting to order at 11:05 AM

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

Administrative Council Members Present: Carole Meyer, Jennifer Bethman, Clint Endicott, Patrick Murphy, Thad Nelson, Bryan Wharton, CTE Director - Brad Hooper for Deb Clemens, and Career Connected Learning Coordinator - Gretchen Maliska for Wyeth Jessee

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: Paula Perryman – Olympia School District’s Director of Career and Technical Education

Council Member Wharton moved and Council Member Nelson approved the Agenda as set.

**CONSENT AGENDA:**

**Administrative Council Minutes** – May 13, 2022 had been electronically approved May 18, 2022

**South Sound Council Meeting Minutes** – May 19, June 16, August 18, and September 15, 2022

**Skills Center Directors’ Meeting Minutes** – September 20, 2022

**New Market News** – October 2022

**Donations**

**Junk Vehicles**

**Next Meetings**

December 9, 2022      February 17, 2023      March 24, 2023      May 19, 2023

Shelton School District Representative Maliska moved and North Thurston Public Schools Representative Brad Hooper seconded the approval of the Consent Agenda.

**EXECUTIVE DIRECTOR’S REPORT**

*Appreciation for our Culinary Arts Program – Shelton High School Graduate – Class of 2019*

Mr. Ishler shared the enclosed appreciation letter our culinary teachers received from parents sharing their gratitude for the lessons their daughter learned while attending New Market.

*Construction Trades – Community Project – Garfield Elementary School, Olympia School District*

Adam Shell, instructor of our Construction Trades program, received a poster sized thank you card from the students at Garfield Elementary for the shed his students made for the school.

## EXECUTIVE DIRECTOR'S REPORT - Continued

### *2022-2023 SIP and Professional Development*

Mr. Ishler went over the enclosed School Improvement Plan with an update on the Goals set:

#### Goal 1: Equivalencies

Sharing our priority of making sure equivalency credits are not a barrier for students to attend New Market, we worked with Tumwater School District to help us embed the appropriate standards for the National Navy Defense Cadet Corps. (NNDCC) program.

#### Goal 2: Unexcused Absences

Attendance is an area we are focusing on. Placing extra effort on unexcused absences first, we are contacting students sooner and more frequently to help them overcome barriers. Sometimes it is just understanding that they need to call New Market also, not just their sending school.

#### Goal 3: Instructional Strategies

With skills centers' instructors working from Type 2 certifications, we are rallying together to help our instructors with teaching strategies. New Market has already had several hours of professional development on this topic and we are currently scheduling our teachers in teams to visit classrooms to observe peers.

#### Rebuilding New Market – Raising Standards & Expectations

Once Mr. Ishler was able to determine where things were, he was then able to create the enclosed Rebuilding New Market document. With outreach systems reestablished and enrollment returning to a satisfactory level, we are now turning the focus inward to instructional excellence to make sure our product is strong and we are providing effective instruction for students. Our four new teachers attended a bootcamp, specifically for CTE, in Vancouver. There will be three follow-up sessions for these teachers. Both Mr. Hooper and Ms. Maliska are interested to hear back on how the follow-up sessions go.

### *Capital Projects – Long Term Plan – Update*

As the only skills center who submitted a request for a preservation project (\$1M to \$5M), New Market is in the queue and is expecting the work to be approved during this biennium. We are also in the queue for minor projects.

#### Building B Remodel - Update

The remodel of the cosmetology classrooms in building B is expected to be finished within the next few weeks.

### *Summer School – Recap*

Along with our campus programs, we ran satellite classes at North Thurston Public Schools, Olympia, Tumwater, and for the first time Napavine, School Districts. Mr. Ishler commented on the attendance which was down a bit, reminding the Council Members that we had run summer 2021 using the hybrid model. Offering two sessions over the past years, we decided to run just the one three-week session due to the lower enrollment. Students had a blast. We contracted with an Auto teacher who was a 2006 Yelm Community Schools / New Market graduate and now owns a business.

### *ELA Equivalency Credit – National Navy Defense Cadet Corp.*

Tumwater School District's English teacher, Kristin Jewell, helped us with the equivalency credit for the National Navy Defense Cadet Corp. program. She has met with our instructor, MSG Roy Calica, to support implementation.

### *Program Development and Partnerships*

The Council Members discussed the enclosed Program Development 2021-22 document which was originally shared with the Council last year. The 2<sup>nd</sup> page shows where we are now. We have Diesel & Marine Technology, Medical Assisting, and National Navy Defense Cadet Corp. up and running. The Olympia cosmetology program is spending most of their time on our campus also. Last year, the Council approved \$200,000 to be moved from the general fund to the capital projects fund for the work on building B that is housing the cosmetology program. Shortly after that approval, Tumwater School District's Executive Director of Financial Services, Jennifer Carrougher, suggested it be taken from the general fund. This action was approved by Council Chair Sean Dotson, Matt Ishler, and Jennifer Carrougher.

## EXECUTIVE DIRECTOR'S REPORT - Continued

With last year's work of bringing on new programs, Mr. Ishler plans to spend this year surveying future program interests and needs from students, industry, and sending schools. His current research finds him meeting with folks around supply chain logistics and restoration ecology, along with the possibility of partnering with the Tribe for hospitality & tourism. We, along with North Thurston Public Schools and Shelton School District, are being pursued by the Pacific Education Institute "PEI" for forestry management or restoration ecology program/s. We don't have anything in this realm, however, PEI is aware that this would require approval from our consortium superintendents. There was a discussion around how, although the community involvement is amazing, the criteria are difficult to meet for K-12 settings and that their expectations may exceed what we can offer. They wanted a summer program at New Market and with the permission from OSPI's Becky Wallace and Tumwater School District's Brian Hardcastle, we attached it to a program through Tumwater School District (we don't offer a school year program with the needed framework). With no luck in finding an instructor, we put the breaks on. Mr. Ishler is working toward programs that are not already offered at our consortium districts and, as an example, GIS came up as something we may consider. We have a lot of options, like HVAC, but no room. Mr. Ishler is scheduled to meet with LOTT Clean Water Alliance, the Port of Olympia, and the City of Olympia next week to explore the concept of a multi-purpose technical and trades training center off-site.

### *Enrollment Reports*

By District:

Our 2022-2023 budget was built on 350 FTE and we are, to date, at a running average of 422.34 FTE.

Student Headcount by Program:

Our program list has only grown by one. We added three programs and closed two (Cyber Security and Customer Service & Work Credit Academy). Manicuring and Nail Care was a request from Centralia Beauty College. Although we also considered holding this program on campus through Fosbre Academy of Hair Design – it fizzled out. This program is only offered through Centralia Beauty College. Diesel & Marine Technology began last February and Medical Assistant and National Navy Defense Cadet Corp. "NNDCC" are new. Enrollment is already able to sustain these programs. The only concern will be if we are not able to grow the NNDCC program. In order to hold the program, the Navy requires a minimum of 50 students enrolled. We have a few years to make this happen. We no longer have programs with just six or eight students.

### *Financial Reports*

There was a discussion around the enclosed financial reports showing we budgeted 350 FTE compared to the running average of 422.34 FTE.

### *On Campus SPED Support*

Over the past 17+ years, North Thurston Public Schools has paid for a SPED Para to be assigned full time to New Market. With this employee retiring at the end of last school year, NTPS opened the position. They have not received any applications and Mr. Ishler was told they would repost the position. He wanted the Council Members to know that we don't have a SPED Para dedicated to support our 735 students. Although we are not in "crisis" mode, he felt it was his responsibility to inform the Council. Chair Meyer took a look at the numbers with Chris Halladay, Tumwater School District's Executive Director of Special Services, and is suggesting that each of the districts also look at their numbers. She feels, according to the WACS, districts are to send someone with this school population. She suggested having a 1.0 FTE staff member, dedicated to all of the students, with the cost shared between the districts, by ratio, similar to that of the school nurse. Mr. Ishler reported that last week New Market had 111 SPED and/or 504 students attending on campus. Chair Meyer offered Tumwater School District to post, hire, and manage the SPED Para. When Mr. Ishler looked at the numbers, they showed Tumwater School District with the largest percentage. He doesn't believe any district would have a commitment of more than \$8,000. Council Member Murphy believes New Market is an extension of the consortium districts and it does make sense to have the support here with each of the districts having students with different needs. Council Member Bethman asked whether New Market has the funds in the budget to pay for this position with Council Member Wharton appreciating this question and adding that he will look further into what services Yelm Community Schools' students' needs are. It was decided Chair Meyer would ask Ms. Halladay to discuss this with Mr. Ishler and that the topic would be tabled until the December 9 meeting. Mr. Ishler will let the Council Members know if anything changes and feels that this becomes an urgent matter.

### **Personnel Report**

Non-Renewal of Contract

Kecia Johnson – Professional Medical Careers

## PERSONNEL REPORT - Continued

Due to the Department of Licensing regulations, our Professional Medical Careers program must have an RN Program Director to oversee the Certified Nursing Assistant "CNA" aspect and our LPNs are limited to how many students they can teach in the skills lab at one time. We have been paying for two LPN teachers and contracting part time with an RN. We had the opportunity to bring the RN in as the 2<sup>nd</sup> teacher and, therefore, did not renew Kecia Johnson's contract.

### New Contracts

Roy Calica – National Navy Defense Cadet Corp., Instructor  
Jaimee Dobson – Professional Medical Careers, RN Program Director & Instructor  
Remeca Norwood – Medical Assistant, Instructor  
Nathan Price – Collision Repair Technology, Instructor  
Lisa Wilson – CTE Student Support Specialist

Ms. Wilson holds an ESA school counselor certificate and is a certified CTE instructor. She has been spending a lot of time on crisis management.

### COUNCIL MEMBER COMMENTS

Standing Question: Future Meeting Topics

Council Member Murphy asked what has contributed to our rise in enrollment numbers. Mr. Ishler feels our enrollment has increased due to the trades experiencing a reemergence along with the many school lunchtime and evening presentations our staff has attended. He is also focused on working with counselors to let them know what we have to offer. Mr. Ishler explained that prior to 2021, a counselor and a student needed to meet to discuss their options and an application was then faxed over to New Market. Knowing how busy counselors are, Chris Bradshaw created an online application that can now be completed by the student/student's parent or guardian, and is sent to the counselor for approval. Council Member Murphy congratulated Mr. Ishler on this success.

Council Member Endicott shared that his daughter attended New Market this past summer and had a positive experience. He feels it is important to concentrate on what students are saying and wanting.

Chair Meyer noticed that we have students entering the 9<sup>th</sup> grade attend our summer school programs and commented that our numbers are looking great.

Mr. Ishler asked if the Council Members would be open to New Market visiting their 8<sup>th</sup> graders in the future? Chair Meyer and Council Member Wharton would encourage this.

Council Member Wharton – Yelm Community Schools surveyed what their students would like to do: STEM ranked 3<sup>rd</sup> or 4<sup>th</sup> – which is tied to the CTE programs. Manufacturing, STEM, and IT decreased as the students got older. Awareness of New Market and connectivity to middle school counselors would be great.

Mr. Ishler thanked the Council Members for their support and for attending the meeting.

Chair Meyer will look for the topic of a SPED Para on the December agenda.

### ADJOURNMENT

The meeting adjourned at 12:12 PM.

### 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).*