



**NEW MARKET SKILLS CENTER  
Administrative Council Minutes  
May 13, 2022**

**REGULAR ITEMS:**

**Call Regular Meeting to Order**

Chair Sean Dotson called the meeting to order at 11:05 AM  
Meeting Location: New Market Skills Center – Derek Lohmeyer Lecture Hall

Administrative Council Members Present: Sean Dotson, Bryon Bahr, Kim Fry, Lisa Grant, Thad Nelson, Bryan Wharton, Vicky Lamoreaux – Assistant Superintendent, Instructional Services, for Deb Clemens, Mick Hart - Executive Director of Secondary Education for Patrick Murphy

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: Mel Murray – Tumwater School District’s Director of Facilities & Capital Projects, and Paula Perryman – Olympia School District’s Career and Technical Education Coach

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

**CONSENT AGENDA:**

- Administrative Council Minutes** – March 18, 2022
- South Sound Council Meeting Minutes** – March 17 and April 14, 2022
- Skills Center Directors’ Meeting Minutes** – May 5, 2022
- New Market News** – April and May 2022
- Junk Vehicles**
- Next Meetings**

October 21, 2022      December 9, 2022      February 17, 2023      March 24, 2023      March 19, 2023

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

**EXECUTIVE DIRECTOR’S REPORT**

After meeting on zoom for the past two years, due to the COVID19 pandemic, Mr. Ishler welcomed the Council Members and guests back to the campus stating, “we are about kids and this is a place that gives us a chance to be with them”.

**Program Highlights**

*Diesel & Marine Technology*

Mr. Ishler introduced Diesel & Marine Technology instructor Scott Munsell who comes with a background as a charter boat captain, fisherman, a diesel mechanic, and with knowledge in knots, hydraulics, and pneumatics. Two of the program’s students, Sam Clemens from Cascadia High School and Colton Ferguson from Tumwater High School spoke about the topics they are studying. Their favorites are: calipers, reading maps, Crain shifts, and being able to take a part a full boat engine. The best part of their field trip to the Port of Olympia on the Lady Washington was learning how to set sails.

## **EXECUTIVE DIRECTOR'S REPORT - Continued**

Mr. Ishler began working with the Port of Olympia and Core Plus/OSPI with a vision to start the Diesel & Marine Technology program 18 months ago. The program started at semester this past February and is doing well. There are a lot of career options for the students other than just marine technology. Enrollment for the 2022-2023 school year is already full in the AM session.

### *Capital Projects – Long Term Plan*

The Resolution for the Capital Projects Long Term Plan, which was sent and approved via email, was passed around for the Council Members' original signatures.

### *2022-2023 Fall Applications - Update*

Opening 2022-2023 fall applications earlier than ever before, we are now at 682 in the system, with only 29 waiting for counselor approval. With the 45 cosmetology students, who are a 1.0 FTE, we are currently in the 390 FTE range. This year we were hovering under 300 FTE. Our new programs, Navy National Defense Corps currently has eight students registered in the AM session and Medical Assistant has 14. Our PM sessions are not as full as the morning due to students' sending schools' schedules. We have gathered bell schedules from our consortium districts and plan to look into any potential adjustments that may be made to provide greater access for students.

### *Building B Remodel*

With Tumwater School District's Early Childhood Learning Center leaving at the end of this school year, we have made plans to bring Fosbre Academy of Hair Design onto the campus. The auxiliary learning will be here at New Market with the floor space remaining in the cosmetology's Olympia Westside location.

Leading us through to prepare the north end of B building is Mel Murray, Tumwater School District's Director of Facilities, and architect Todd Tovani from Tovani Hart. Mr. Ishler received sticker-shock this morning when he received the hard numbers and was told construction for a total re-modernization is coming in at \$1M. This would get us ready for a full-scale cosmetology program, whereas it will cost us about 1/3 to retrofit from the Early Childhood Learning Center to primary classroom space with wash basins, etc. Mr. Ishler does not feel it would be appropriate to move forward with a total re-modernization for \$1M at this time, however, he is giving the Council Members the opportunity to decide. According to Mr. Murray, they have applied for a pre-design for a major modernization. The approval process takes two years and then the construction phase is another two years. They have already submitted for this two-year 'minors capital projects' funds. It was agreed to continue the work in retrofitting the north end of B building.

### *Student Success Data*

Student performance data shows that student success rates for students completing the semester at New Market are high, and rates for students with IEP's and 504 plans are comparable to those without. This is a celebration.

### *Enrollment Reports*

Discussing the enclosed reports, and knowing that historically enrollment drops off this time of year, Mr. Ishler does not feel that our decline is too steep.

### *Financial Report*

To date, enrollment for the 2022-2023 school year is up about 35% and Mr. Ishler expects to end the 2021-2022 year at \$1.7M - \$1.8M. With a fund balance significantly higher than we have seen and ending with \$500,000 more than planned, he is asking permission to transfer \$200,000 into the Capital Projects fund.

The Council Members discussed the additional support New Market will need due to the increased enrollment. We are seeing the stress students are feeling coming back to school, from the COVID19 pandemic, and we know they don't leave their concerns at their sending schools. They continued discussing the hiring of a person to help in the area of social services, a liaison/navigator able to help with failing grades, and someone to work with counselors.

## **Grants**

### *Career Preparation & Launch - \$26,052 – Medical Assisting*

The Career Preparation & Launch grant will go to offset the startup of the Medical Assisting program. Although this will not cover the entire cost, it will help.

## **PERSONNEL REPORT**

### *Resignation*

Patrick "Kelly" Sample – Collision Repair Technology Instructor

Mr. Sample will begin the fall teaching at collision repair at West Sound Tech Skills Center. Mr. Ishler has a meet-and-greet next week for a possible candidate.

The Council Members had a discussion around future programs. Those mentioned were: Pilot training/aviation, helicopter maintenance, alternate energy programs, mechatronics, electrical, HVAC, and plumbing. Mr. Ishler shared that when these suggestions have been/are brought forward he researches to determine whether they are offered in sending schools, the career outlook, and student interest. The Olympia Airport has approached us with the opportunity for helicopter maintenance. Tumwater School District currently offers Core Plus aerospace. Aviation is in our Long Term Plan. Trans Alta has expressed an interest through our New Market Skills Center Foundation as they are concerned for the soon-to-be lack of technicians to work on busses. Alternate energy may be up and coming. Council Member Grant shared that Trans Alta is creating a hydrogen hub/green plant in the area which will offer opportunities. Council Member Bahr would like to see opportunities around the lithium battery industry, electric car vehicle repair, and knowledge of windmills. Knowing that most districts have or are launching careers in education, Mr. Ishler does is not currently planning to launch a program in this subject.

## **ACTION ITEMS**

### *2022-2023 Administrative Council Meeting Dates*

Council Member Fry moved and Council Member Warton seconded the approval of the 2022-2023 Administrative Council Meeting Dates.

### *2022-2023 School Calendar*

Council Member Fry moved and Council Member Wharton seconded the approval of the 2022-2023 School Calendar.

### *2022-2023 Administrative Council Chairperson*

Mr. Ishler took a moment to recognize and thank Council Member Fry for her 12 years of service to the New Market Skills Center Administrative Council.

Chair Dotson is not able to continue as the Chair for the 2022-2023 school year as he will be moving on to North Thurston Public Schools. It was decided that because the Tumwater School District Superintendent is the evaluating supervisor of the New Market Skills Center Executive Director, the Chair of the Council should stay with this person.

Council Member Wharton moved and Council Member Bahr seconded the approval of the Tumwater School District Superintendent as the 2022-2023 Administrative Council Chairperson.

### *Interdistrict Cooperative Agreement 2022-2032*

After reviewing the updates made in the 2022-2032 Interdistrict Agreement at the last meeting, Mr. Ishler did not hear back with any suggestions or concerns. If the Council Members feel comfortable entertaining a motion, he will send the Agreement out electronically for the districts' school boards' approvals.

Council Member Wharton moved and Council Member Grant seconded the approval of the Interdistrict Cooperative Agreement 2022-2032.

### *Transfer from General Fund to Capital Projects Fund*

With our general fund having the ability to spend \$200,000 there is a request to move these funds to the Capital Projects fund.

Council Member Nelson moved and Council Member Bahr seconded the approval of the Transfer from General Fund to Capital Projects Fund.

### *2022-2023 Budget*

There was a discussion at our last meeting around a 330 FTE budgeted amount for the 2022-2023 school year and this has been revised due to our approaching enrollment. The flow through of 5.5% increases is included, however, the student support liaison was not. We now have three certificated core staff who receive 10-15% below the consortium average salaries. Mr. Ishler is

## **ACTION ITEMS – Continued**

requesting they receive 10% (based on the 5.5% IPD and an additional 4.5%) which would bring them close to the average. The budget is built on 335 FTE and we are already enrolling 385 FTE. Mr. Ishler will begin looking for someone to serve in the student support role.

After discussion of the 2022-2023 budget and the need for student support staffing, it was decided to amend the proposed budget to include a \$140,000 increase to line 11 (administrative/MSOC) to allow for the hiring of a contracted student support specialist. This will result in an overall increase in budgeted FTE from 335 to 350.

Council Member Wharton moved and Council Member Bahr seconded the approval of the amended 2022-2023 Budget Action Item.

## **COUNCIL MEMBER COMMENTS**

### *Standing Question: Future Meeting Topics / Formats*

Chair Dotson asked whether the Council Members have anything they feel would be important for Mr. Ishler to bring forward in the fall. It was the consensus that the topics are there and there has been no additional needs.

Mr. Ishler, understanding the demands on the Council Members' time, asked whether they prefer zoom or in-person meetings. Council Members Bahr and Grant prefer in-person, and Council Member Wharton asked that the group meet in the fall and allow the new Council Members to add input before a decision is made.

## **ADJOURNMENT**

The meeting adjourned at 12:15 PM.

## **DISCRIMINATION**

**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, gender 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 & Title IX Officer:** Asst. Superintendent Shawn Batstone [shawn.batstone@tumwater.k12.wa.us](mailto:shawn.batstone@tumwater.k12.wa.us) 360/709-7030 and **Section 504 Coordinator:** Director Kelli Ehresmann [kelli.ehresmann@tumwater.k12.wa.us](mailto:kelli.ehresmann@tumwater.k12.wa.us) 360/709-7040. Tumwater School District: 621 Linwood Ave SW Tumwater WA 98512