



**NEW MARKET SKILLS CENTER  
Administrative Council Minutes  
March 18, 2022  
Zoom Meeting due to COVID-19**

**REGULAR ITEMS:**

**Call Regular Meeting to Order**

Chair Sean Dotson called the meeting to order at 11:02 AM  
Meeting Location: Zoom Meeting

Administrative Council Members Present: Deb Clemens, Sean Dotson, Clint Endicott, Kim Fry, Lisa Grant, Rich Staley, Gretchen Maliska for Wyeth Jessee, Pat Cusack for Patrick Murphy, and Teri Pablo for Bryan Wharton

New Market Staff Present: Matt Ishler

Scribe: Colleen Bonner

Guests: CTE Directors: Brian Hardcastle – Tumwater School District, and Brad Hooper – North Thurston Public Schools, Paula Perryman – Olympia School District’s Career and Technical Education Coach, Mel Murray – Tumwater School District’s Director of Facilities & Capital Projects

**CONSENT AGENDA:**

**Administrative Council Minutes** – February 11, 2022  
**South Sound Council Meeting Minutes** – February 17, 2022  
**Skills Center Directors’ Meeting Minutes** – February 8 and March 8, 2022  
**New Market News** – March 2022  
**Summer School 2022**  
**Donation**  
**Next Meetings**  
May 13, 2022

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

**EXECUTIVE DIRECTOR’S REPORT**

***Program Highlights***

***Professional Medical Careers***

Mr. Ishler shared the good news that is happening in our Professional Medical Careers: Nursing program. With the high need in medical, we are proud of our students working through Clinicals, and those placed for employment. We also appreciate the hard work of Nurses Megan Ritchie and Kecia Johnson as they prepare the students for the upcoming Pinning Ceremony.

***Student of the Quarter – February 202***

New Market held its Student of the Quarter ceremony in our lecture hall highlighting the students chosen by their instructors as excelling in their programs.

## EXECUTIVE DIRECTOR'S REPORT - Continued

### *Equivalency Credits – 2022-2023*

Wanting to easily view equivalency credits approved by the state vs those approved locally, Mr. Ishler has included an easy-to-read NMSC 22-23 Equivalency Credits (per semester) sheet in the agenda packet.

### *Capital Projects – Timeline, Minor Works, Long Range Plan – Mel Murray*

Mr. Ishler has included the Administrative Council approved 2017 Long Range Plan in this packet for the newer Council Members convenience. The 2022 Long Range Plan is due to OSPI by the end of the month and the Council is not scheduled to meet again until May, therefore, once finished Mr. Ishler will send it out electronically requesting approvals. Tumwater School District's Early Childhood Learning Center will be moving off of our campus, freeing up space, which will allow us to expand programs.

### *Interdistrict Cooperative Agreement – 2022-2032*

Reminding the Council Members of the conversation at the last meeting regarding the expiring 2012-2022 Interdistrict Cooperative Agreement, Mr. Ishler gave an update on the work he and Chair Dodson have done toward the 2022-2032 Agreement. Receiving comments from Council Member Fry, they used the 2012-2022 document as a model. There was a discussion around the highlighted sections on the enclosed agreement pages and Mr. Ishler offered to take further feedback prior to the request for approval at the May 18 meeting.

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

Surpassing 250 applications in the system for the 2022-2023 school year, which is ½ of our current headcount, Mr. Ishler thanked the Council Members and their schools for welcoming New Market onto their campuses. New Market staff has attended lunch visits, advisory programs, and parent nights.

### *Program and Marketing – Updates*

After receiving concerns about an off-site program, and students sharing information with their counselors, we have been working with the contractor who is responding positively.

Mr. Ishler thanked Tumwater School District's Brian Hardcastle and English teacher, Kristin Jewell, for their willingness to work on vetting the National Navy Defense Cadet Corp program for equivalency credits. We began the process after hearing from counselors that they have students interested in enrolling in the program, however, equivalency credits would need to be offered.

Centralia Beauty College's manicuring and nail tech program will be moving to the New Market campus. The 600-hour program will consist of one school year plus one summer session and once completed will allow students to sit for the WA State Licensure exam.

Anticipating approval from the Department of Licensing, we plan to create a supplemental space on our campus for Fosbre Academy of Hair Design. Messrs. Ishler and Bradshaw will work with the Capital Project's team on plans to convert the space currently held by Tumwater School District's Early Childhood Learning Center program.

### *Enrollment Reports*

Consortium Districts and Student Headcount by Program

Budgeted FTE of 283

AAFTE 297.58

We do not have any programs with enrollment considered "too low". WSECU's Customer Service and Work-Base Learning has doubled its number of students compared to last year. As a new program, Diesel and Marine Technology started at semester and we already have 19 students enrolled – which tells us it is viable.

### *Financial Report*

Mr. Ishler discussed the enclosed financial report sharing that he anticipates ending the 2021-2022 school year just about where we are and maybe a little higher. Although realizing that some of this is due to the stabilization money received, New Market also took cost saving measures as we didn't know for certain that we would receive the additional funds. The money from OSPI and decisions we have made have put us in this position.

## EXECUTIVE DIRECTOR'S REPORT - Continued

### 2022-2023 Budget – Review

With the additions of Medical Assisting and National Navy Defense Cadet Corps, we are building the 2022-2023 school year budget on 330 FTE and intend to bring this to the May meeting for the Council Members' approval.

### COUNCIL MEMBER COMMENTS

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

Council Member Clemens stated "I really appreciate the work you are doing in bringing on new programs, etc. Well done."

CTE Director Ms. Pablo stated "you have come in as a strong partner in collaborating with us".

Mr. Ishler gave a shout-out to the CTE directors stating, "I enjoy working with all of you".

Chair Dotson, recognizing the convenience of zoom meetings, asked if the Council Members would like to meet in person for the May meeting. Hearing from Council Members Clemmens and Frye – it was decided the meeting will be held at New Market on May 13 @ 11:00AM.

### ADJOURNMENT

The meeting adjourned at 11:54 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