

Approved by the Administrative Council  
Approved March 18, 2022



**NEW MARKET SKILLS CENTER  
Administrative Council Minutes  
February 11, 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: Bryon Bahr, Sean Dotson, Kim Fry, Bryan Wharton, Brad Hooper for Deb Clemens, Gretchen Maliska for Wyeth Jessee, and Pat Cusack for Patrick Murphy

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: CTE Directors: Brian Hardcastle – Tumwater School District and Teri Pablo Yelm Community Schools, Paula Perryman – Olympia School District’s Career and Technical Education Coach, Tani Houk – Tenino School District’s Education Intervention Specialist, Mel Murray – Tumwater School District’s Director of Facilities & Capital Projects, Todd Tovani – Tovani Hart Architects, and MSG Roy Calica – Special Guest

**CONSENT AGENDA:**

**Administrative Council Minutes** – December 10, 2021  
**South Sound Council Meeting Minutes** – December 16, 2021 and January 20, 2022  
**Skills Center Directors’ Meeting Minutes** – December 14, 2021  
**New Market News** – January and February 2022  
**Negotiate Summer 2022 and School Year 2022-2023 Business Contracts**  
**Donations**  
**Next Meetings:**

March 18, 2022

May 13, 2022

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

**EXECUTIVE DIRECTOR’S REPORT**

*Introduction and Request to Join the Consortium – Thad Nelson, Adna School District Superintendent*  
Superintendent Nelson was not available to attend the Administrative Council meeting.

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

With Mr. Ishler and Mr. Bradshaw meeting weekly with Tumwater School Districts’ Mel Murray, Director of Facilities & Capital Projects, and Tovani Hart Architect, Todd Tovani, Mr. Ishler invited the gentlemen to update the Council with regard to the status of capital projects. Explaining how the state categorizes minor projects at \$1MM or less, preservation projects between \$1MM and \$5MM, and major projects are those over \$5MM, Mr. Murray shared the success we have had in slowly upgrading items with minor funds. The facility is now 35 years old and has never been modernized. The application for a major project is due to

## EXECUTIVE DIRECTOR'S REPORT - Continued

OSPI by the end of April and will require administrative council approval. Preservation funds will be used for exterior walls, windows, and the roof. These upgrades will help with energy efficiency. Mr. Tovani discussed the four projects that will be included in the request for minor funds, which are:

- Adding a catering kitchen to the D building lecture hall eliminating the little more than the 100-yard travel from A building culinary arts to the D building.
- Upgrading the dust collector in the C building construction trades' shop which will allow for high air quality and the shop's machines to work correctly. The current equipment will be replaced and a roof will be added to protect it from rain damage.
- Building D interior lighting will be replaced with LED equipment. Although this is a newer building, the lighting system trips the alarm and ongoing maintenance is needed.
- The Alexander Room in building A needs upgrading to replace finishes as well as windows.

With the facility in desperate need, we plan to submit our application to OSPI according to the timeline. Mr. Ishler shared that legislatures' have asked skills centers to balance their requests. With quite a few majors in the que, waiting, we want to get on the list.

### *Counselor Registration Kickoff Breakfast – January 13, 2022 – Update*

Mr. Ishler gave a brief recap of the Counselor Registration Kickoff Breakfast.

### *Summer School Planning*

Although we have a few instructors yet to confirm whether they will be working this summer, Mr. Ishler anticipates running all programs including satellite opportunities. The summer school application will go live on April 15. Last year we shifted our two 12-month front office classified staff to school year only. With this savings in staffing and the employees not contracted for summer school, we will need to open up a receptionist position for summer school help.

### *Program and Marketing Updates*

- The Diesel & Marine Technology program opened at the first of the semester and is filling quickly. Mr. Ishler is happy with this start-up and appreciates everyone who helped to get this off the ground.
- The Medical Assistant program is slated to begin in the fall. FASA, our business partner, has a couple of instructor applications in the pipeline.
- The National Naval Defense Cadet Corps "NNDCC" program is moving along as we continue to make progress. We had three qualified instructor applicants within five days. Two were excellent candidates. If New Market plans to move from NNDCC to JROTC in the future, we will need two instructors. Mr. Ishler has learned that it may be difficult to hire for JROTC and with the opportunity we have, and if enrollment comes in, we may hire the two excellent candidates now. Having committed to one of these gentlemen and wanting the Council Members to meet him, Mr. Ishler introduced Master Sargent Roy Calica, Retired. MSG Calica stated he is "super excited, humbled, and honored to work with students". He continued sharing his 20-year marine background, with his true passion in mentoring and teaching, and is looking forward to joining our team. Council Chair Dotson welcomed MSG Calica expressing how fantastic he feels this opportunity is for our students. Having already attended two consortium district parent nights, Mr. Ishler and MSG Calica have six more on their schedules.
- New Market is in the process of creating videos for marketing.

### *Career Counseling and Navigation*

Our once Pre-Vet Tech instructor, Allison Des Rochers, moved to Professional Medical Careers and then took a semester off for maternity leave. With a work-site learning credential, and the extra support students need due to the COVID-19 pandemic, we decided upon her return to place her in a position to be available to support students and to be the much-needed person to be in contact with counselors. Ms. Des Rochers will also concentrate on student engagement and high school and beyond plans. Last year we added work base learning to the roll of Stephanie Tocher, our WSECU contracted teacher. We are beginning to see Ms. Tocher's enrollment increase from the Small Business Start-up program she was teaching. With her work-based learning credential, she will step out of the classroom and will take on the role of Work-Based Learning Coordinator for all students. Mr. Ishler clarified that students will be a part of the cooperative work-site learning program at the school they are enrolled in.

### *Legislative Updates – HB 2011 Small District Access*

If approved, and Adna School District joins our consortium, we will have five districts that qualify for HB 2011 Small District Access funding. These are districts with less than 3,000 students who would be eligible to keep a 1.0 FTE while sending their students to a skills center. This bill does not look like it is moving forward during this session and may be brought up in the future.

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

### *Interdistrict Cooperative Agreement 2012-2022*

Mr. Ishler included the Interdistrict Cooperative Agreement 2012-2022 document in the agenda packet as information for the Council Members. This is an extensive agreement that is coming up for renewal at the end of this school year. He and Chair Dotson will be meeting to identify changes and intend to bring it back, for approval, at the March or May meeting. The Council Members were invited to participate in the work or to send comments to either Chair Dotson or Mr. Ishler.

### *Enrollment Reports*

- Enrollment by District - Mr. Ishler discussed the enclosed enrollment reports which show the February annual FTE average is 295.92 which is above our budgeted 283 FTE.
- Student Headcount by Program – Our headcount is doing well. We have added Diesel and Marine Technology since the enclosed report was created and are up to 15 students in the AM program. We extended our Construction Trades program last year to include an additional session. We have 72 students enrolled with a waiting list. We will add another session for the 2022-2023 school year.

### *Financial Report*

- September 2021 – January 2022 – We are currently at a \$1.7MM ending balance which is higher than last year due in part to the skills centers' stabilization OSPI funds received.
- Program Fees – Proposal – Each year we bring a request to charge a program fee for some of our programs. Mr. Ishler has always felt these fees could be a barrier. We do pay for students who show they need financial support; however, he believes some families may overlook coming to the skills center simply because of the fee. With an idea to have the supplies on hand and allowing the students to check out, and return, what is needed for the class he feels will open the opportunity for more to attend. Using 48 students, per program that currently charge a fee, the initial investment to purchase these supplies would be roughly \$15,000 or equal to approximately 1.5 FTE. Mr. Ishler estimates annual replacement costs at less than \$2,000 and would like to remove the program fees. The exception is for the cosmetology programs, which is paid to the contractor, not New Market. Mr. Ishler also feels a fee for JROTC may come up in the future, however, it was calculated in the start-up fees. Mr. Hooper shared that North Thurston Public Schools has eliminated their CTE fees and Ms. Maliska feels this is a great move in light of HB 1660.
- Slot Assignments – Although no action will be requested today, Mr. Ishler has included the projected 2022-2023 Slot Assignments table for the Council Members to have an opportunity to ask questions. He took into consideration the approval of Adna School District to the consortium, an increase in enrollment due to new programs, the addition to the construction trades program, and the Diesel and Marine Technology outstanding enrollment numbers.

## **GRANTS RECEIVED**

### *Construction Trades*

- HBI and Home Depot \$5,500 – Adam Shell, construction trades instructor, is out in the industry making connections. The Home Builders Institute and Home Depot Schools to Skills grant is one of many he has received.

## **ACTION ITEMS**

### *Adna School District*

Mr. Ishler is requesting the approval to add Adna School District as a consortium member. Superintendent Thad Nelson and the Adna School Board were given a copy of the Interdistrict Cooperative Agreement 2021-2022 and are fully aware of the annual financial commitment to the school nurse and capital projects.

Council Member Fry moved and Council Member Wharton seconded the approval of Adna School District to join the consortium.

### *Summer School Front Office Clerical Staff*

With the request from the year-round front office clerical staff to reduce their days to school year only, we are asking for approval to hire a summer school only receptionist.

Council Member Wharton moved and Council Member Fry seconded the approval to hire a summer school front office receptionist.

## **ACTION ITEMS - Continued**

### *Program Fees 2022-2023*

With equity never far from our minds, Mr. Ishler is requesting the approval to eliminate program fees beginning with the 2022-2023 school year.

Shelton School District's Representative Maliska moved and North Thurston Public School's Representative Hooper seconded the approval to eliminate program fees.

## **COUNCIL MEMBER COMMENTS**

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

There was a discussion on whether to hold future meetings virtual, which is convenient allowing the Council Members to stay in their districts, or in person. It was decided the March meeting will be via zoom and the May meeting will possibly be in person.

Mr. Ishler thanked the attendees for their support.

## **ADJOURNMENT**

The meeting adjourned at 12:02 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