



**NEW MARKET SKILLS CENTER
Administrative Council Minutes
December 10, 2021
Zoom Meeting due to COVID-19**

REGULAR ITEMS:

Call Regular Meeting to Order

Chair Sean Dotson called the meeting to order at 11:01 AM
Meeting Location: Zoom Meeting

Administrative Council Members Present: Bryon Bahr, Deb Clemens, Sean Dotson, Lisa Grant, Patrick Murphy, and Gretchen Maliska for Wyeth Jessee

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: CTE Directors: Pat Cusack – Olympia School District, Brian Hardcastle – Tumwater School District, Brad Hooper – North Thurston Public Schools, and Paula Perryman – Olympia School District Career and Technical Education Coach

CONSENT AGENDA:

Administrative Council Minutes – October 21, 2021

South Sound Council Meeting Minutes – October 21, and November 18, 2021

Skills Center Directors' Meeting Minutes – November 9, 2021

Donations

Next Meetings:

- February 11, 2022 March 18, 2022 May 13, 2022

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

EXECUTIVE DIRECTOR'S REPORT

Construction Trades – Non-Traditional Success Story

Mr. Ishler shared the letter sent to instructor Adam Shell thanking him for his mentorship. This past student is working in the trades and has joined the Operating Engineers Union (Local 612). This non-traditional success story reminds of us why we do what we do.

COVID-19 - Update

We received one applicant for our health room assistant position and this person chose to accept another job. Our posting will remain open.

Capital Projects - Update

As a review only, and information for new Council Members, Mr. Ishler discussed the process he, Tumwater School District's Director of Facilities Mel Murray, and OSPI are going through with regard to our Capital Projects Long-Range Plan. Our cycle, for preservation work, could come up quickly or it could take two to three years – this timeline depends on legislatures.

EXECUTIVE DIRECTOR'S REPORT - Continued

Counselor Outreach 2021-2022 – November and December News and Table Talk - Updates

The agenda packet includes the newsletters shared with consortium districts' counselors which gives updates on what is happening at New Market. An example: New programs, CTE dual credit, registration, etc. Mr. Ishler continues with the small group Table Talks with the counselors offering them time to check up on students, take a tour, learn more about the school, and discuss any questions or concerns they may have.

Staff Development – Professional Educator's Introduction to CCDEI – Update

Staff have completed Model 3 of the CCDEI training. Although this is an online training that could be held individually, Mr. Ishler feels it is better served to be in a group setting allowing time for questions and answers. There have been great conversations during the trainings.

New Programs - Update

New Market is moving forward and making progress on things already approved by the Council Members. With the WSECU business program showing low enrollment for some time now, we made the change to offer Work Base Learning and have begun to see increased enrollment. Through this process, Mr. Ishler has discovered the significant need for this opportunity for our students and will move instructor, Stephanie Tocher, into the cooperative WSL coordinator role. Ms. Tocher has the credential and the credit union has agreed that this will create a broader impact.

Marketing

Videos, featuring our three new programs, will be created after the first of the year. We continue with social media marketing and looking for new strategies to get our information out. Mr. Ishler shared a video on our Diesel and Marine Technology program. The Port of Olympia believes they are seeing traction with the concept of educational space available at Swan Town that could eventually be occupied by New Market. We are in the process of working with the contractor for the Medical Assisting program as they look for an instructor. Mr. Ishler thanked Brian Hardcastle for his help on a grant that we recently submitted.

Career Guidance and Work Based Learning

Another piece to the work that Ms. Tocher and instructor Allison Des Rochers can do as part of the program is to help with high school and beyond plans, etc.

Enrollment Reports

Consortium Districts –

Mr. Ishler reported on the increase in non-consortium enrollment. Adna School District sends 10 students and Elma School District is sending 13. We are expecting Adna School District to request acceptance into the consortium by our February meeting.

Student Headcount by Program –

Quite a few of our programs are full or close to full. Expanding seats in construction trades, due to the loss of the YouthBuild program, we are seeing student increases in our customer service and work-base learning programs. Mr. Ishler's goal is to have every program self-sustaining.

Financial Reports

Enrollment is up a little more than 20 FTE which equals 50-60 students. With the plan to buy-down a couple hundred thousand dollars for new programs, we are, financially, in good shape.

Grants Received

Mr. Ishler shared the grant money received.

COUNCIL MEMBER COMMENTS

Standing Questions: Future Meeting Topics

Council Member Dotson appreciates Mr. Ishler's ways identifying how to improve communication and programs, etc. Council Member Clemens thanked Mr. Ishler for paying attention to registration, program guides, etc.

EXECUTIVE SESSION

To Discuss the Performance of a Public-School Employee RCW 42.30.10 (g)

The Council Members entered into the Executive Session at 11:39 AM.

RETURN TO REGULAR SESSION

The Council Members returned to the Regular Session at 12:05 PM.

ADJOURNMENT

The meeting adjourned at 12:06 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 360/709-7030 and **Section 504 Coordinator:** Director Kelli Ehresmann kelli.ehresmann@tumwater.k12.wa.us 360/709-7040. Tumwater School District: 621 Linwood Ave SW Tumwater WA 98512