



**NEW MARKET SKILLS CENTER  
Administrative Council Minutes  
October 15, 2021  
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, Lisa Grant, Patrick Murphy, Rich Staley, Brian Wharton, Brad Hooper for Deb Clemens, 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, Teri Pablo – Yelm Community Schools, and Paula Perryman – Olympia School District Career and Technical Education Coach

**AGENDA CHANGE:** Mr. Ishler requested the approval to add a “Health Room / Aid Staff” action item to the previously published agenda.

Council Member Fry moved and Council Member Bahr seconded the amended agenda to add a Health Room / Aid Staff approval to the Action Items.

**CONSENT AGENDA:**

**Administrative Council Minutes** – May 14, 2021 – Approved June 1, 2021 via Email

**South Sound Council Meeting Minutes** – August 18 & September 16, 2021

**Skills Center Directors’ Meeting Minutes** – June 22 and September 27, 2021

**Donations**

**Junk Vehicle**

**Next Meetings:**

- December 10, 2021                      February 11, 2022                      March 18, 2022                      May 13, 2022

Council Member Wharton moved and Council Member Bahr seconded the approval of the Consent Agenda.

**EXECUTIVE DIRECTOR’S REPORT**

*COVID-19 Update – Continuation of Google Classroom*

Mr. Ishler shared the number of absenteeism in students has increased due to COVID-19. Numbers are significantly up with students coming from different districts, which has heightened the workload on the office staff. Good news is we have not had to close or quarantine a program and our teachers are prepared to operate with Google classroom if necessary.

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

### *Professional Medical Careers 2021 Graduates – National Nurse Aid Assessment Exam*

We are proud to highlight our nursing program's National Nurse Aid Assessment Exam results. It was a tough year with clinicals being shut down and students having to practice through a simulation process built by instructor Nurse Megan Ritchie. All but two students passed the exam on their 1<sup>st</sup> attempt and the other two passed on their second attempt. Way to go Professional Medical Careers!

### *Capital Projects - Update*

We saw trees come out and sidewalks repaired during August and September. While the contractors were here, they were able to take a look at our irrigation and what it would take to get it going. Mr. Ishler thanked the Council Members for replying to his August 24 email approving his request for this work to begin, stating "we are ready to roll and excited to see how the campus will look".

### *Summer School - Update*

Mr. Ishler shared the summer school enrollment numbers, by district, showing the number of students who received CTE credit. With running two sessions we found the 2<sup>nd</sup> was less attended and are considering offering one session next year – opening a 2<sup>nd</sup> if we see the enrollment to justify one.

### *Counselor Outreach 2021-2022 Plan / Calendar*

With an increase in the number of counselors able to attend meetings over zoom, and with the difficulty of having too many people in one place at one time, we are changing things up this year. Mr. Ishler discussed the attached *New Market News – Information and Updates for Counselors* newsletter.

### *Potential New Consortium District – Adna School District*

Mr. Ishler received a request from Adna School District Superintendent Thad Nelson to join our consortium. Sharing the Interdistrict Cooperative Agreement he asked that a letter, approved by Adna School District's Board, be submitted which in turn will allow Mr. Ishler to add to a future Administrative Council agenda as an action item.

### *Enrollment Reports*

With a budget of 283 FTE, Mr. Ishler is feeling better with school-wide numbers at just over 300 FTE. Although WSECU's Customer Service & Work Credit Academy program's enrollment numbers have improved, they remain low.

### *Consortium Districts*

The Consortium Districts' report is enclosed.

### *Student Headcount by Program*

The Student Headcount by Program report is enclosed.

### *Financial Reports*

Mr. Ishler discussed the Financial Reports. As we were able to tread water last year with reduced enrollment, costs were cut which allowed us to move forward. We started the school year with a fund balance of just under \$2M and are currently at \$1.869M. This significant growth is also due to the skills center stabilization funds.

### *Skills Centers' Stabilization Funds*

New Market received its skills centers' stabilization funds with our August apportionment. The algorithm was based on reduced enrollment from the 2020-2021 school year + \$500 per FTE for COVID-19 related costs. New Market was down 45 FTE last year. We are waiting for direction from OSPI on what this money can be spent on.

## **SCHOOL IMPROVEMENT PLAN**

### *2021-2022 Areas of Focus*

With CTOs near and dear to Mr. Ishler's heart, he plans to increase leadership opportunities for students. Understanding the requirements from the state and Perkins grant, and a unique year we have just come out of, he is realizing the work

## SCHOOL IMPROVEMENT PLAN – Continued

that needs to be done in connecting classroom learning with CTOs – which is a goal he plans to work on this year.

OSPI is developing a new list of recognized certifications and New Market will work to align with them.

Teaming up with Tumwater School District, we plan to continue tracking student and program data, working on dual credit and industry certifications for our new programs, and working with a clearing house that pulls information from cedars and combines it with occupational trends, including non-traditional and enrollment data. This will help us determine where we need to grow.

Mr. Ishler discussed the enclosed Program Development Timeline (Dec. 2020) document.

Diesel & Marine Technology – With an instructor in place, Mr. Ishler would like to use the budget set aside for Medical Assisting to be used to start-up the Diesel & Marine Technology program for 2<sup>nd</sup> semester. Even with low enrollment, we will break even. We have applied for a 2<sup>nd</sup> year maritime grant. Continuing to meet with the Port of Olympia, Mr. Ishler shared the news that they are looking for instructional space that may allow us to use in the future.

### PERSONNEL REPORT

#### *New Hires*

Kecia Johnson, LPN – Professional Medical Careers

Nurse Johnson was brought in as the 2<sup>nd</sup> instructor in the Professional Medical Careers program.

Scott Munsell – Diesel and Marine Technology

Having had his own fishing business, and spending the past 15 years as a diesel mechanic, Mr. Munsell started out as a deck hand and eventually became a captain.

#### *Family Leave*

Allison Des Rochers – Professional Medical Careers

As reported last year, Mr. Ishler reminded the Council Members of Ms. Des Rochers move from Vet Tech to Professional Medical Careers. On family leave, which was what prompted the hire of Ms. Johnson, Ms. Des Rochers is expected to return at 2<sup>nd</sup> semester.

#### *New Ownership*

Centralia Beauty College

Steve and Rhea Hernandez will become the new owners of the Centralia Beauty College. New Market plans to continue with the current business contract as is.

### ACTION ITEMS

#### *Staff CTSO Advisor Stipends*

Wanting our teachers to be well rounded mentors, Mr. Ishler is requesting \$3,000 stipends for those participating in CTSOs. With research, he has found that this is a comparable rate in the area.

Council Member Fry moved and Council Member Bahr seconded the approval of the Staff CTSO Advisor Stipends

#### *National Defense Cadet Core – 2022-2023*

Providing our application gets approved, Mr. Ishler is requesting approval to launch the National Defense Cadet Core program in the fall 2022. The start-up cost will be approximately \$50,000 which is primarily for uniforms, curriculum, and travel. We have an option of using rifles, following Shelton School District, and if we do the cost would be approximately \$75,000. Brad Hooper thanked Mr. Ishler for pushing forward with this program as it will help N. Thurston Public Schools' as a graduation pathway. Mr. Hooper also had a conversation with Brian Hardcastle who stated it will help Tumwater School District also.

Council Member Wharton moved and with Council Member Clemens proxy, Mr. Hooper, seconded the National Defense Cadet Core – 2022-2023 start-up program.

## **ACTION ITEMS - Continued**

### *Addition to the Agenda – Health Room / Aid Staff - Temporary*

New Market is seeking the approval to hire a health room staff to address the additional needs brought on by the COVID-19 pandemic. This would be a classified staff position hired for the remaining 2021-2022 school year.

Council Member Grant moved and Council Member Staley seconded the approval to hire a temporary Health Room Assistant.

## **COUNCIL MEMBER COMMENTS**

### *Standing Questions: Future Meeting Topics*

Council Member Bahr thanked Mr. Ishler and stated he appreciates his leadership and vision for New Market.

Council Member Wharton would like to learn more about the cadet program and how it can be marketed in the consortium districts.

Council Member Grant agreed – she feels the cadet program will help Centralia School District and would like additional information for marketing.

Chair Dotson has watched how thoughtfully Mr. Ishler works with counselors across the districts to stay well connected and feels this is important marketing for New Market.

Mr. Ishler commented on the different perspective he has while being attached to 10 districts and has had the opportunity to watch with great admiration as each has had to go through this past year plus.

Mr. Ishler will bring additional information, to a future meeting, to help districts with marketing the cadet program. With supply chain issues, he appreciates today's approval and the opportunity for the head start.

## **ADJOURNMENT**

The meeting adjourned at 12:03 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