



**NEW MARKET SKILLS CENTER  
Administrative Council Minutes  
May 14, 2021  
Zoom Meeting due to COVID-19**

**REGULAR ITEMS:**

**Call Regular Meeting to Order**

Chair Joe Belmonte called the meeting to order at 11:04 AM

Meeting Location: Zoom Meeting

Administrative Council Members Present: Joe Belmonte, Sean Dotson, Kim Fry, Lisa Grant, Rich Staley, Brian Wharton, Brad Hooper for Deb Clemens, Pat Cusack for Patrick Murphy

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: CTE Directors: Don Welander – Shelton School District, Paula Perryman – Tenino School District, Brian Hardcastle – Tumwater School District, and Teri Pablo – Yelm Community Schools

**CONSENT AGENDA:**

**Administrative Council Minutes – March 19, 2021**

**South Sound Council Meeting Minutes – March 18 and April 15, 2021**

**Skills Center Directors' Meeting Minutes – March 16, April 13, and May 6, 2021**

**Negotiate with Community Youth Services for the YouthBuild Program 2021-2023**

Council Member Dotson moved and Council Member Fry seconded to approve the Consent Agenda. The motion passed unanimously.

**EXECUTIVE DIRECTOR'S REPORT**

*SkillsUSA Olympic Region & State Competitions – DigiPen Computer Science AP*

Mr. Ishler shared the celebratory news that DigiPen's Computer Science AP students won 1<sup>st</sup> and 2<sup>nd</sup> places in the SkillsUSA Regional contest and our 2<sup>nd</sup> place winners became the state champions. The students will compete at the national level in mid-June.

*DigiPen Academy – 2021 President's Technology Academy Scholarship*

More great news from the DigiPen Computer Science AP program with New Market / Centralia High School shared student, Andrew Roulst, being awarded the DigiPen Academy's 2021 President's Technology Academy Scholarship. This scholarship is worth 50% tuition equaling \$68,000.

*Professional Medical Careers: Nursing – Preparing for State Exam*

Due to the COVID-19 pandemic, the Professional Medical Careers: Nursing students have been unable to attend their 50-hour internships at local facilities. With the approval from the Department of Health and the Nursing Commission, instructors Megan Ritchie and Jade Williams created a six-bed hospital simulation offering the students an *as real as possible experience*. Helping them was the Culinary Arts programs who created the stinkiest, smelliest, waste products from food. Chefs Michael Moore and

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

Joel Shumate were able to add a “full circle kitchen mentality” to their lessons. It was quite an experience for all and the best news is New Market will have a number of students pass their “CNA” Certified Nurse Assistant state exam this year.

### *Counselor Connection*

With approximately 30 counselors in attendance, Mr. Ishler shared the recent OSPI decisions with regard to summer school.

### *Small Group / Hybrid Learning - Update*

New Market has been able to maintain its program schedules while having flexibility to work with students and their home schools' schedules. Seeing a lot of remote blended with on-site learning, students are attending our campus once a week, with the Professional Medical Careers students coming in twice a week as they prepare for the state CNA exam. We plan to finish the school year with this schedule. Mr. Ishler reported our fall semester student success rate was consistent with fall a year ago.

### *Summer School Planning*

We are holding two sessions of summer school – June 28 through July 20 and July 21 – August 11. At this time, contingent on OSPI's summer school guidelines, we plan to offer the computer-based programs as remote only. We have entered into new contract agreements, for satellite programs, with Napavine School District and Yelm Community Schools. We will again work with the Olympia and Tumwater School Districts' for their farm programs. As of this morning, there are 283 seats taken which puts us in a comfortable financial position.

### *Enrollment Reports*

#### *Student Headcount and FTE by District*

With Mr. Ishler's understanding that skills centers' enrollment decreases at the end of each year, he is pleased to share that we are doing fairly well with our student count. Today, we have 274.91 FTE which is approximately 8 FTE below the budgeted amount.

#### *Student Headcount by Program*

Discussing the attached Student Headcount by Program report, Mr. Ishler pointed out that not much has changed. Fuller programs have remained fuller and lower enrollment programs have remained on the low end.

### *Financial Reports*

With New Market's fund balance typically falling between \$500,000 and \$800,000 and last year finishing at \$907,000 – Mr. Ishler is feeling okay with our current balance at \$1.1M.

## **PERSONNEL REPORT**

### *Resignations*

#### *Matt Newton – YouthBuild*

YouthBuild construction instructor Matt Newton has accepted a job at a middle school in the North Thurston Public Schools district. He will finish this year with New Market.

#### *Virginia “Jade” Williams – Professional Medical Careers*

Jade Williams has resigned from her core teaching position as the 2<sup>nd</sup> instructor in the Professional Medical Careers program. She will return to the Pre-Vet Tech program, where she taught a few years ago, in the summer. Ms. Williams will teach this position as a contractor.

## **PROGRAM MANAGEMENT DEVELOPMENT**

### *High Schools – Late Start?*

There was a discussion around which schools will be moving to late start beginning in the fall. At this time, Olympia School District is the only district moving in this direction.

## **PROGRAM MANAGEMENT DEVELOPMENT – Continued**

### *Summer Transportation*

Knowing that summer school transportation is “subject to availability of funds” Mr. Ishler asked the Council Members if they would like him to look further into the possibility of their districts providing transportation. The discussion included the cost from students’ homes vs from the high schools and the lack of bus drivers. It was decided to not pursue districts offering summer transportation at this time.

### *Community Youth Services*

The Community Youth Services “CYS” YouthBuild program has been on New Market’s campus since 2011. During this time, they have contracted with New Market using space on our campus while we contributed a teacher to the program. Over the last few years, the two-year federal grant has been running later and later causing CYS to have to front the money for the program. The grant approval process is now a full school year behind and with this they have decided to pause for the 2021-2022 school year. All, but one, of the employees will be moving on to other ventures. In the meantime, YouthBuild will be serving the 2<sup>nd</sup> year students and not taking on a new cohort. Due to this year-long pause, we will not be replacing Matt Newton as the construction teacher in the program. Mr. Ishler reminded the Council Members that students who may have chosen the YouthBuild program are still welcome to attend the skills center. We also have New Market High School which is designed to re-engage any student, needing this support, in the consortium. The biggest loss to this program is the social and emotional support that the CYS employees provided. They had several adults working with the students and the students were paid a stipend to attend the program. New Market will not be able to match this.

### *Marine Service and Manufacturing*

#### *Medical Assistant*

Discussing the two programs slated as start-ups in the 2021-2022 school year, Mr. Ishler questioned whether we really had time to market and launch the Marine Service and Manufacturing and the Medical Assistant programs. With enrollment low and no instructors in place, he feels it is time to put these programs on hold for the fall.

OSPI has asked us to keep the \$45,000 grant money awarded for the Marine Service and Manufacturing program. They would like us to start preparing for the program in 2022. Maritime has a diesel component and this has been shown as a positive element, from our consortium CTE directors, to offer. Also, we may be able to include Core+ curriculum.

Medical Assisting is not expensive to start, however, not having an instructor hired and discovering the frameworks are needing to be revised across the state, Mr. Ishler decided it would be in New Market’s best interest to put this on hold. We are currently collaborating with other skills centers to get updated frameworks approved. We could potentially start the Medical Assisting program at semester next year. He let the Council Members know they will see this in the budget under Medical Assisting, however, it may ultimately be Marine Service and Manufacturing.

## **ACTION ITEMS**

### *2021-2022 Budget*

Although the Council Members gave permission to increase the 2021-2022 budget to 309.00 FTE, with the pause put on the Marine Service Technology and Medical Assistant start-up programs, Mr. Ishler and Mr. Bradshaw were able to create the 2021-2022 budget using 283.00 FTE. Mr. Ishler asked the Counsel Members to recall the discussion from the October 2020 meeting where he asked for help in closing the salary gap between New Market’s certificated staff and those of our consortium districts. In this budget there is a 5% increase for teachers which includes 2.0% for COLA and 3.0% to improve the New Market salary schedule. Also, included in the proposed budget is a COLA increase for classified staff. This includes the 1.6% COLA from the 2020-2021 school year and the 2.0% COLA for the upcoming 2021-2022 school year, with administrators receiving the 2.0% COLA.

Hearing last year that some council members felt support for students’ high school and beyond plan was absent from New Market and knowing that students may return to school needing to overcome barriers that they have felt over this past year + with the COVID-19 pandemic, Mr. Ishler wanted to discuss how New Market can help. With students attending our campus ½ a day, it may be difficult for sending schools’ counselors to reach these kids. Do the Council Members anticipate a need that New Market could help with? Wanting to be prepared to meet students’ needs, and to not just send them back to their sending high schools, he could consider using the funds earmarked for the Medical Assistant program to hire an individual to help students who need the social and

## **PROGRAM MANAGEMENT DEVELOPMENT – Continued**

emotional support. The Council Members, currently evaluating their students' needs, prioritizing, and looking at strategies came to a consensus that a .3 or .4 employee could be beneficial. They all agreed that we need to be ready for the school year and the support our students will require.

Council Member Dotson moved and Council Member Wharton seconded the approval of the 2021-2022 Budget. The motion passed unanimously.

### *2021-2022 Administrative Council Meeting Dates*

Mr. Ishler presented the 2021-2022 Administrative Council dates for approval. Following a discussion with regard to dates that coincide with the Thurston County Superintendents' schedule, it was decided to change the February 4, 2022 meeting date to February 11, 2022.

Council Member Fry moved and Council Member Staley seconded the approval of the 2021-2022 Administrative Council Meeting Dates. The motion passed unanimously.

### *2021-2022 Administrative Council Chair*

The Council Members agreed that the 2021-2022 Administrative Council Chair will be Dr. Sean Dotson.

Council Member Wharton moved and Council Member Fry seconded the approval of the 2021-2022 Administrative Council Chair.

## **COUNCIL MEMBER COMMENTS**

### *Standing Questions: Future Meeting Topics*

Mr. Ishler explained the need to have the minutes from this meeting approved before our next scheduled meeting in October, so that the budget may move forward. Chair Belmonte asked Mr. Ishler to send the minutes out for approval, via email, prior to the end of the school year.

With Chair Belmonte and Council Member Apostle retiring at the end of this school year, Mr. Ishler stated his pleasure in getting to know the gentlemen and thanked Chair Belmonte for his leadership.

Council Member Dotson joined Mr. Ishler in his sentiments adding it has been a pleasure working with and learning from Chair Belmonte.

Mr. Hooper thanked Chair Belmonte for his work and will miss working with him.

Chair Belmonte thanked the Council Members for the gift certificate to the golf course. He shared how he has enjoyed working with New Market and the learning experience it has been for him and that he couldn't be more pleased with being associated with each and every one on the Council.

## **ADJOURNMENT**

The meeting adjourned at 12:05 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