



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

REGULAR ITEMS:

Call Regular Meeting to Order

Chair Joe Belmonte called the meeting to order at 11:01 AM
Meeting Location: Zoom Meeting

Administrative Council Members Present: Bryon Bahr, Joe Belmonte, Deb Clemens, Sean Dotson, Kim Fry, Lisa Grant, Patrick Murphy, Brian Wharton

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: CTE Directors: Pat Cusack – Olympia School District, Don Welander – Shelton School District, Paula Perryman – Tenino School District, and Teri Pablo – Yelm Community Schools

CHANGE TO THE AGENDA:

Mr. Ishler discussed the voluntary transfer of teachers between the Pre-Vet Tech program and the Professional Medical Careers program. Virginia “Jade” Williams will be returning to teach Pre-Vet Tech and Allison Des Rochers, will teach in the Professional Medical Careers program.

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

CONSENT AGENDA:

Administrative Council Minutes – February 5, 2021

South Sound Council Meeting Minutes – January 21 and February 18, 2021

Skills Center Directors’ Meeting Minutes – February 23, 2021

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

Donation

Next Meeting:

May 14, 2021

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

EXECUTIVE DIRECTOR’S REPORT

Counselor Connection – February 11 and March 4, 2021 – Update

Using Counselor Connections as an opportunity to keep counselors up-to-date with New Market news, Mr. Ishler keeps the meetings fun and informative. The group played a virtual “escape room” game at the last meeting and details were shared about our new online registration system which now routes applications back to counselors for their approval. Mr. Ishler also spent time discussing the summer school plans.

EXECUTIVE DIRECTOR'S REPORT – Continued

Small Group / Hybrid Learning - Update

Most programs have expanded their on-site learning opportunities for students. With three programs, needing a little more time to ensure they are able to follow COVID-19 protocol, planning to expand after spring break. We are now seeing students on campus twice a week. It is difficult to reconcile our schedule with the constant changes districts are finding themselves needing to make, however, Mr. Ishler feels good about the progress we are making.

Summer School Planning

Having received OSPI approval on summer programs submitted, we are moving forward with summer planning for two sessions. We will contract with Olympia and Tumwater School Districts for their farm programs and are excited to bring work base learning on-board. We are open to offering programs on your campuses if your CTE directors are interested.

Equivalency Credit Review

Mr. Ishler discussed the enclosed *New Market Skills Center Agreements for Equivalency Credit*, the *Career and technical high school course equivalencies*, and the *Career and Technical Education Statewide Course Equivalencies* documents. The *New Market Skills Center Agreements for Equivalency Credit* document has been through the vetting process and adopted by the consortium – with the highlighted areas showing what are based on state approved equivalencies. According to the enclosed *RCW 28A.230.097 Career and technical high school course equivalencies*, these will be state approved as of September 1, 2021. There was a conversation agreeing that the new law stipulates these are no longer a district by district decision and Mr. Ishler was asked to bring these to the Council Members each spring. He was also asked to share this information with the high school counselors.

Enrollment Reports

Student Headcount and FTE by District

With an enrollment adjustment, Mr. Ishler made a correction to the bottom right corner of the *HC/FTE by District* report. The Monthly Average should be 276.47. Following the bottom line of the report, he pointed out the fairly typical small decline in numbers with the semester change.

Student Headcount by Program

The Student Headcount by Program report is in the agenda packet for the Council Members information.

Financial Reports

The Council Members were given time to review the enclosed financial reports which shows we are just about breaking even.

Budgeted FTE

Mr. Ishler presented two Slot Assignment Tables to the Council Members. The first with a breakeven FTE of 283.00. His understanding is that the hold harmless has never needed to be used, primarily because summer school makes up for the school year expenditures. The second table with a breakeven FTE of 309.00 is being requested to help support the addition of the Marine Service & Manufacturing and the Medical Assistant programs. With plans to bring the 2021-2022 budget to the Council Members at the May meeting, for their approval, Mr. Ishler would like their acceptance of the 309.00 FTE so that he may move forward with building the budget. The Council Members gave their approval for Mr. Ishler to build the 2021-2022 budget based on 309.00 FTE.

SCHOOL IMPROVEMENT GOALS AND STRATEGIES

New Programs – Update

There was a discussion with the status of the two new programs - Marine Service & Manufacturing and Medical Assistant. New Market is currently having conversations with the Port of Olympia and FASA Family Wellness – a local medical provider, with the possibility of entering into contracts for teachers. Both programs' teaching positions are also posted on the ESD 113 and WACTE's websites. The Port of Olympia has submitted a request to the legislatures for property on the waterfront, which they would like to include a space for our students. Although this may be a couple of years down the road, it is exciting. Mr. Ishler will continue to bring updates to the Council Members.

SCHOOL IMPROVEMENT GOALS AND STRATEGIES – Continued

Student Leadership Development

Wanting to see additional opportunities for student leadership and WBL (such as internships) being offered to our students, Mr. Ishler had staff focus on the possibilities during their last professional development. As an example: Teachers were asked to discuss ways they could maximize the student experience beyond the walls of New Market; what has been lost in recent years that should be brought back; and how to bring a stronger industry presence into our programs. Work will continue around this topic.

ACTION ITEMS

Surplus Equipment

The lists of surplus equipment is enclosed in the agenda packet for approval.

Council Member Clemens moved and Council Member Grant seconded the approval of the Surplus Equipment. The motion passed unanimously.

2021-2022 Calendar

Mr. Ishler presented the 2021-2022 school year calendar for approval.

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

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 11:34 AM.

RETURN TO REGULAR SESSION

The Council Members returned to the Regular Session at 11:59 AM.

ADJOURNMENT

The meeting adjourned at 12:00 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