

APPROVED: March 19, 2021



**NEW MARKET SKILLS CENTER
Administrative Council Minutes
February 5, 2021
Zoom Meeting due to COVID-19**

REGULAR ITEMS:

Call Regular Meeting to Order

Chair Joe Belmonte called the meeting to order at 11:00 AM
Meeting Location: Zoom Meeting

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

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: CTE Directors: Mike Stratton – Centralia School District, Pat Cusack – Olympia School District, Brad Hooper – North Thurston Public Schools, Don Welander – Shelton School District, Paula Perryman – Tenino School District, and Teri Pablo – Yelm Community Schools

CONSENT AGENDA:

Administrative Council Minutes – December 4, 2020
South Sound Council Meeting Minutes – December 17, 2020 and January 21, 2021
Skills Center Directors’ Meeting Minutes – December 15, 2020 and January 26, 2021
Summer School Session 2021
Negotiate Summer 2021 and School Year 2021-2022 Business Contracts
Next Meetings:

March 19, 2021 May 14, 2021

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

EXECUTIVE DIRECTOR’S REPORT

Counselor Connection – December 17, 2020 – Update

Mr. Ishler held a well-attended Counselor Connection meeting yesterday, with plans to share information coming from this meeting next week. Counselors are excited about the possibility of upcoming new programs.

Advisory Meeting – January 14, 2021 - Update

With Mr. Ishler and Tumwater School District’s Brian Hardcastle continuing to work together – our Advisory meeting was well attended.

Small Group / Hybrid Learning - Update

New Market has been serving at-risk students on campus since November and began a rotation with all students on January 11. To date we have seen 218 out of a possible 375 – excluding approximately 100 of the cosmetology students.

EXECUTIVE DIRECTOR'S REPORT – Continued

Summer School Planning

New Market is looking forward to having as many students as possible on campus this summer. Although there has only been one summer session the past two years, Mr. Ishler and his staff are moving forward with planning for two sessions this year. He is working with CTE directors for an opportunity for consortium districts to offer CTE summer classes, on their campuses, through a contract with New Market.

Enrollment Reports

Consortium Districts

Mr. Ishler reported our enrollment is holding steady with an additional 20 applications in the system for the 2nd semester.

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 show we are at a manageable rate of spending.

SCHOOL IMPROVEMENT GOALS AND STRATEGIES

New Program Development Plan

- Receiving 1,223 student responses from the recent survey, which represents approximately 10% of the consortium, Mr. Ishler feels he received a fair number for representation to the questions asked.
- There was a discussion around the enclosed *Workforce Projections by Category* document and the need for New Market to offer programs that are “unique” and “stair stepping” from its sending districts.
- With participation from the CTE directors, Mr. Ishler discussed the results in the enclosed *Director Survey Results* report.
- Summer work-based learning is an opportunity that could benefit all of our consortium districts.
- Cosmetology schools will soon be offering barbering, nail technician, and master esthetics.

ACTION ITEMS

Approval of New Program Plan

Mr. Ishler discussed the enclosed New Program Plan documents stating that the medical assistant program would support healthcare practice and that marine service and manufacturing is flexible. If we found, in a few years, that marine service is not successful we know there would be other pathways. He believes the startup costs would be approximately \$50,000 or less for medical assistant and between \$125,000 and \$150,000 for marine service and manufacturing. New Market will post the open teachers' positions, to determine instructors, prior to spending any money to start these programs.

Feeling the surveys were successful, Mr. Ishler will be sending these out annually.

At this time, Mr. Ishler recommends closing Cyber Security and, depending on next year's survey, possibly repackaging and relaunching the program, or determine to close it permanently.

The WSECU Small Business Start-Up program will move toward the pathway of retail sales.

Council Member Fry moved and Council Member Dotson seconded the Approval of the New Program Plan. The motion passed unanimously.

Program Fees 2021-2022

With no changes from this current year, the request to charge program fees during the 2021-2022 school year was discussed.

Council Member Clemens moved and Council Member Wharton seconded the Program Fees 2021-2022. The motion passed unanimously.

COUNCIL MEMBER COMMENTS

Standing Question: Future Meeting Topics

Council Member Clemmens reminded the group that registration is coming soon and we need have our timing right with these new programs. We also need to be intentional about our marketing. She appreciates Mr. Ishler's work and the closing of programs that are no longer viable and expanding of new programs.

Council Member Belmonte thanked Mr. Ishler for the work and presentation on the current and new programs.

ADJOURNMENT

The meeting adjourned at 11:44.

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