



**NEW MARKET SKILLS CENTER  
Administrative Council Minutes  
October 9, 2020  
Zoom Meeting due to COVID-19**

**REGULAR ITEMS:**

**Call Regular Meeting to Order**

Chair Joe Belmonte called the meeting to order at 11:02 AM  
Meeting Location: Zoom Meeting

Administrative Council Members Present: Alex Apostle, Bryon Bahr, Joe Belmonte, Deb Clemens, Sean Dotson, Kim Fry, Patrick Murphy, Rich Staley, Brian Wharton, Mike Stratton for Lisa Grant

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

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

**CONSENT AGENDA:**

**Administrative Council Minutes** – May 15, 2020 Approved via Email May 26, 2020 Due to COVID-19  
**South Sound Council Meeting Minutes** – April 16, May 21, June 18, August 20, September 17, 2020  
**Skills Center Directors' Meeting Minutes** – March 23, 2020 and September 15, 2020

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

**EXECUTIVE DIRECTOR'S REPORT**

*New Market/Community Youth Services' YouthBuild Program – Builds Tiny Houses at The Union Gospel Mission*  
Mr. Ishler shared the article, written in The Olympian on September 27, 2020, spotlighting the YouthBuild program's building of tiny houses for The Union Gospel Mission. The work had not been completed when schools closed, due to COVID-19, in March. It took additional work by the Community Youth Services YouthBuild and New Market teams to finish this project. Mr. Ishler is proud of the work and partnership that went into this venture.

*Professional Medical Careers 2020 Graduates – National Aid Assessment Exam*  
As one of the only testing sites open and granted permission to test by the Department of Licensing, Professional Medical Careers "PMC" instructor Nurse Megan Ritchie saw six 2020 PMC students pass the skills portion of the Certified Nursing Certification exam. The next step for these students is to take the written portion, once PearsonVue reopens their testing centers.

*Capital Projects - Update*

Sharing photos, Mr. Ishler discussed the campus work in-progress and the work completed. With the grounds needing TLC due to trees wreaking havoc and overgrown bushes, among other things, the campus is beginning to come

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

together as a clean and inviting place. Concrete has been poured and irrigation has been added. A new hallway was created in building B which is scheduled to be completed next week. Also, on our campus is Tumwater School Districts' new Tumwater Learning Center, which houses Cascadia High School - its alternative school.

### *Summer School – Update*

Not knowing whether we would be able to hold summer school until mid-May, we were pleased to ultimately serve 250 students across 14 programs. OSPI came up with a plan which allowed skills centers to have relatively regular funding with few expectations; one of which was a directive that there be some sort of face-to-face with students. We came up with a plan for small groups - following all the requirements mandated by the CDC around COVID-19. Mr. Ishler was proud of the staff as everyone stepped up to do what was needed to offer students the summer school opportunity. He also felt the process gave New Market a head-start on what the beginning of the 2020-2021 school year would look like - and demand.

### *Advisory Meeting – Update*

This year's Advisory Kick-Off will be held, via zoom, in the evening of November 5. New Market and Tumwater School District CTE instructors, with programs that align, will again work together. Mr. Hardcastle feels this is a great opportunity for the teachers to connect and appreciates the team effort while Mr. Ishler added his appreciation to the CTE directors for the invaluable help they have given him since coming on board.

### *Principal and Counselor Breakfast – Update*

Scheduled for October 22, New Market will invite the consortium principals and counselors to a zoom meeting to replace this year's in-person breakfast, which will allow us to give updates on our schedules, etc. This will also allow for a question and answer period.

### *Enrollment Reports*

Mr. Ishler discussed the enclosed enrollment report which shows numbers for our consortium and non-consortium districts. Just at the tipping point of meeting our budgeted FTE, we are thankful for the relaxation OSPI allowed when claiming September's FTE count. Mr. Ishler thanked the Information Management team at Tumwater School District for their support in working with our new registrar, Allison Fisher. Ms. Fisher is working diligently to learn the nuances of reporting on a skills center that includes a high school. He also thanked Chris Bradshaw and Tara Clemmens for their work on processing the applications along with all the communication between Special Services and our sending schools' counselors. There was a conversation around low enrollment in some programs.

### *Financial Reports*

Even through the shut-down and the beginning of remote learning, due to COVID-19, New Market was able to maintain its last year's fund balance. Again, due to COVID-19, summer school funding was allocated differently this year. OSPI, using a ratio of our summer 2019 FTE and rolling it forward, set criteria for skills centers' summer school programs. We were to feasibly open-up as many programs as possible and needed to have some type of face-to-face interaction with the students. Mr. Ishler is excited to begin looking at new programs, that are not currently offered at our consortium districts, for New Market.

### *Remote Learning / Hybrid Learning Options*

New Market, like all schools, is working on determining how to get students back onto campuses to begin hybrid learning. We have measured classroom spaces, moved desks around, and are determining how many people we can get in each room while following the CDC guidelines for social distancing. Discussing the enclosed Hybrid Learning Options School Year 2020/2021 documentation, Mr. Ishler stated the teachers are unified in feeling Option 3 is best.

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

Consensus, from the Council Members, is that Mr. Ishler knows what is best for New Market and its staff and should move forward once protocols and procedures are in place; New Market should not wait for consortium districts. Mr. Ishler will continue to work with schools with regard to transportation, to determine which cohorts' students are in, and which students want to remain fully remote.

### **SCHOOL IMPROVEMENT GOALS AND STRATEGIES**

#### *Professional Development 2020-2021 – Update*

Reviewing the School Improvement Goals and Strategies in place prior to coming on board, Mr. Ishler has brought forward items he feels are relevant to the current events for the 2020-2021 school year. Seeing disengagement, due to the COVID-19 shutdown, we have assigned a teacher to the responsibility of reaching out to all students not engaged or those showing low performance. We identified Jade Williams, part-time teacher in the Professional Medical Careers program who holds a BA in human development, an M.ED, and is a WA State contracted community instructor for mental health, as having the skills and background needed. Ms. Williams is working closely with teachers, sending school counselors, and families. Mr. Ishler feels this has been successful as sometimes a student just needs to know someone is looking out for them. New Market is also working on getting teachers up to date with technology. With an opportunity to join Tumwater School District in the Distance Learning Playbook training, we sent three teachers, along with Mr. Ishler and Mr. Bradshaw, to learn to train the trainers. We are about half-way through with our staff. Unexcused absences are always a goal to keep in the forefront. It is, along with the employability goal, carried forward. Mr. Ishler feels strongly about the innovative and relevant goal. He believes having effective programs that offer our students opportunities for high wage/high demand opportunities are a must. Chair Belmonte feels, at this time, this may be the most important and he appreciates this goal. Another goal on the top of the list is the need to be intentional about our under-represented students.

### **PERSONNEL REPORT**

#### *Contract Change – Sodexo, Culinary Arts*

For many years, the Sodexo Culinary Arts program has included two teachers. As enrollment was coming in for the 2020-2021 school year, we could not justify this and needed to negotiate the contract to only one teacher. Grateful that Sodexo chose to work with us and to keep Chef Joel Shumate as a substitute employee in their organization – with New Market as his home base. This change allowed us a significant savings. We are looking at ways to bolster programs with low enrollment and are hopeful we will return to a robust culinary program. There was a discussion around partnering with other schools. Mr. Ishler shared one of the things that excited him about this job is the opportunities to network and collaborate with the private sector. He has met with the Thurston County Chamber, ESD 113, the Port of Olympia, and the Workforce Development Council, to name a few. There were also changes to business contracts and conversations about ways to help programs advance as to keep them relevant.

### **ACTION ITEMS**

#### *Certificated Salary Schedule – Adjustment Proposal*

Wanting to improve the salaries for the certificated staff, Mr. Ishler presented the enclosed NMSC Certificated Salary Scale Compared to Average Salary of Consortium Scales documentation. After a discussion, there was a decision to raise the current salaries, retroactive to September 1, 2020, by 5% with the understanding that work toward additional increases will continue in the spring so that changes may be included in the budget.

Council Member Clemens moved and Council Member Fry seconded a 5% retroactive increase for certificated staff. The motion passed unanimously.

## **COUNCIL MEMBER COMMENTS**

### *Standing Question: Future Meeting Topics*

Council Member Fry appreciated the way the school reopening documents were presented. She feels this was incredibly helpful in the discussion. Mr. Ishler will pass this on to Megan Fitzpatrick, the office staff member who worked on this project.

Council Member Clemens stated the work that is being done, with outside partnerships, is important and good for New Market.

Council Member Bahr thanked Mr. Ishler for the work he has been doing, acknowledging that there is a lot to do, however, appreciates the great start.

Council Member Dotson welcomed Mr. Ishler to the Tumwater School District leadership team and has seen the fantastic work New Market is doing for this school start-up.

Council Member Apostle stated, "good work – keep moving forward".

## **ADJOURNMENT**

The meeting adjourned at 12:30 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