



**NEW MARKET SKILLS CENTER
Administrative Council Minutes
May 15, 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: Bryon Bahr, Joe Belmonte, Deb Clemens, Sean Dotson, Kim Fry, Rich Staley, Brian Wharton, and Pat Cusack for Patrick Murphy

New Market Staff Present: Kris Blum and Chris Bradshaw

Scribe: Colleen Bonner

Guests: Matt Ishler – Incoming New Market Skills Center Executive Director, CTE Directors: Monique Stayler – Centralia School District, Brad Hooper – North Thurston Public Schools, Don Welander – Shelton School District, Paula Perryman – Tenino School District, Brian Hardcastle – Tumwater School District, and Teri Pablo – Yelm Community Schools

Agenda Changes: Kris Blum requested an additional item be added to the Action Items. This item is requesting approval to move the classified staffs' salary increases from September 1 to June 1.

Council Member Wharton moved and Council Member Clemens seconded to approve the amended agenda for the May 15 meeting as presented. The motion passed unanimously.

CONSENT AGENDA:

Administrative Council Minutes – February 7, 2020

South Sound Council Meeting Minutes – February 20 & April 16, 2020

Perkins Year-End Report

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

EXECUTIVE DIRECTOR'S REPORT

Matt Ishler – Transition Plan

Ms. Blum introduced New Market's incoming Executive Director, Matt Ishler, stating she is delighted to have him fill her shoes upon her retirement. Mr. Ishler, putting initial thoughts and things he would like to accomplish in his Transition Plan, asked the Council Members for feedback and made himself available for questions. One of his goals is to triangulate the needs to support consortium districts and sending schools while aligning with the community.

EXECUTIVE DIRECTOR'S REPORT – Continued

Counselor Connection - Update

The May 7 Counselor Connection meeting was held via Zoom with the discussion based around continuous learning and fall enrollment. It was determined that future meetings may be offered through Zoom as not all counselors are available to leave their buildings to participate.

Continuous Learning – Engagement Rates & Grading

Not expecting schools to close due to the COVID-19 pandemic, Ms. Blum reminded the Council Members of a goal in New Market's School Improvement Plan which was the need for students to have access to assignments, PowerPoints, etc., through electronic formats. Because we had met this goal in October 2019, we were ahead of the game to get students going with continuous learning options. We also have the ability to inform counselors on whether we have been successful in staying in contact with shared students. Ms. Blum is thankful for the support from Tumwater School District's Technology department for creating accounts which allows our students access to online educational resources, and to our sending schools for their help in ensuring all students received chrome books. The discussion continued around planning with instructors with what things might look like if we are not able to open up in the fall or if we have a hybrid model.

Summer School – Update

There is no official word from OSPI on whether summer school will be allowed. Last week several skills centers, making their own local decisions, canceled their summer programs. We are also waiting to hear on how OSPI will determine funding. Ms. Blum will keep the Council Members updated as she receives additional information.

Financial Reports

Chris Bradshaw confirmed that the Council Members received the revision to the 2019-20 Forecasted Profit/Loss report which was sent earlier in the day. He continued by discussing the enclosed financial reports stating revenue is up 17.5%, due to the increase in FTE, with our ending balance up 48%. We are unsure of what OSPI will do with regard to count for the remainder of the year, reminding the Council Members that historically skills centers lose FTE as the school year comes to an end. Mr. Bradshaw continued with the summer school fixed expenditures and stated he feels comfortable with our fund balance if summer school is not offered.

PERSONNEL REPORT

New Hires

Matt Ishler, Executive Director

With Ms. Blum retiring, Mr. Ishler will take over the Executive Director position effective July 1, 2020.

Alison Fisher, Registrar

Alison Fisher, coming from Olympia School District, will join us to fill the Registrar position Linda Webb will be vacating when she retires next month. Ms. Fisher's first day is next Monday and she will begin training with Ms. Webb and Tumwater School District's Student Learning staff.

ACTION ITEMS

2020-2021 Calendar

Ms. Blum requested the approval of our 2020-2021 school calendar. She reminded the Council Members that we following Tumwater School District for the start of school, last day, and holidays.

Council Member Fry moved and Council Member Clemens seconded the 2020-2021 Calendar. The motion passed unanimously.

2020-2021 Budget

Mr. Bradshaw discussed the 2020-21 Slot Assignment Table, which shows the consortium districts' investment in the Skills Center. These dollar amounts include the school nurse and are based on 283 FTE, which is unchanged from the 2019-2020 school year. He continued with each report and explained that

ACTION ITEMS – Continued

there is a place holder for Human Resources to enter salaries. With an approximate \$212 increase in FTE this year, he feels comfortable with this budget. It is in Skyward and ready to be handed over to Tumwater School District once it is approved by the Administrative Council.

Council Member Dotson moved and Council Member Clemens seconded the 2020-2021 Budget. The motion passed unanimously.

2020-2021 Administrative Council Meeting Dates

Realizing that an additional Administrative Council meeting date may need to be added, if there is a delay in September start dates, the Council Members approved the enclosed 2020-2021 meeting schedule.

Council Member Wharton moved and Council Member Clemens seconded the 2020-2021 Administrative Council Meeting Dates. The motion passed unanimously.

2020-2021 Administrative Council Chair

To help with the transition from Ms. Blum to Mr. Ishler, Chair Belmonte has agreed to continue as the 2020-2021 Administrative Council Chair.

Council Member Clemens moved and Council Member Wharton seconded the 2020-2021 Administrative Council Chair. The motion passed unanimously.

Classified Salaries

Ms. Blum explained that when the Registrar position was posted, the salary range that had been approved to be effective with the 2020-2021 school year was used. For equity purposes, she is requesting the three current classified staff, and three weeks remaining for the retiring Registrar, be given their increases as of June 1. She confirmed there is budget capacity to support this request.

Council Member Dotson moved and Council Member Clemens seconded the added Action Item – Classified Salaries. The motion passed unanimously.

COUNCIL MEMBER COMMENTS

Standing Question: Future Meeting Topics

Chair Belmonte thanked Ms. Blum for her service to New Market. He acknowledged her work and the navigation, around real issues, that she dealt with. Council Member Fry shared her appreciation to Ms. Blum and Council Member Clemens added her thoughts that New Market is in a good place right now and that Mr. Ishler will be able to continue the program with success. Council Member Dotson appreciated the opportunity to get to know and work with Ms. Blum over the past year. Council Members Bahr and Wharton wished Ms. Blum the best on her next journey and Council Member Staley thanked her for including a smaller district in her communications.

ADJOURNMENT

The meeting adjourned at 11:53 PM

DISCRIMINATION

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