



**NEW MARKET SKILLS CENTER  
Administrative Council Minutes  
February 7, 2020**

**REGULAR ITEMS:**

**Call Regular Meeting to Order**

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

Meeting Location: New Market Skills Center

Administrative Council Members Present: Bryon Bahr, Joe Belmonte, Mark Davalos, Sean Dotson, Kim Fry, Patrick Murphy, Brian Wharton, and Don Welander for Alex Apostle

New Market Staff Present: Kris Blum

Scribe: Colleen Bonner

Guests: CTE Directors: Monique Stayler – Centralia School District, Pat Cusack – Olympia School District, Paula Perryman – Tenino School District, and Brian Hardcastle – Tumwater School District

Council Member Dotson moved and Council Member Davalos seconded to approve the Agenda as is

**CONSENT AGENDA:**

**Administrative Council Minutes – December 6, 2020**

**Counselor Connection Meeting Notes – December 5, 2019**

**South Sound Council Meeting Minutes – December 19, 2019 and January 16, 2020**

**Skills Center Directors' Meeting Notes – December 17, 2019**

**Negotiate Summer 2020 and School Year 2020-2021 Business Contracts**

**Donation**

**Next Meetings: March 20 & May 15, 2020**

Council Member Davalos moved and Council Member Fry seconded to approve the Consent Agenda

**EXECUTIVE DIRECTOR'S REPORT**

SkillsUSA Regionals - Update

DigiPen's Computer Science AP competed in the SkillsUSA Interactive App & Video Game Development Regionals and will be moving on to the State competition.

Fosbre Academy of Hair Design – Location Move

We entered into the business contract for Fosbre Academy of Hair Design to teach our Olympia cosmetology program knowing that they were looking for a facility for the school away from their salon location downtown. Dealing with city building permits, etc., it did not happen as quickly as they would have liked, however, they continue working hard and opened the new school this week. It is on the Westside across the street from the mall – right on the bus line.

Advisory Meeting – January 16, 2020 – Update

Ms. Blum updated the Council Members on the second Advisory Meeting of the year that was held last month. Collaborating with Tumwater School District, teachers worked together on data needed for

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

Perkins. TSD CTE Director Brian Hardcastle added the pairing of New Market with Tumwater School District is a great opportunity and they look forward to building more business partnerships.

### **Special Populations Discussion - Continued**

Continuing the conversations with regard to special populations, Ms. Blum shared the information she, Chair Belmonte, Council Member Dotson, Tumwater School District's Kelli Ehresmann - Executive Director of Special Services, and OSPI representative and retired White River School District SPED Director, Hugh Grant discussed at their recent meeting. Ms. Ehresmann had discussions with individual SPED Directors asking pertinent questions - as listed in the enclosed document. Ms. Blum discussed the data that was compiled a number of years ago by North Thurston Public School's Para Educator who is assigned to New Market's campus. The data was, again, recently collected and we are seeing issues that continue to need to be addressed. All students coming in mid-semester are having the greatest number of failing rates. Instructors feel New Market's rolling enrollment is truly a struggle for some students and it slows the pacing down in the classrooms in order to bring new students, on a weekly basis, up to speed. Chair Belmonte, Council Member Dotson, and Ms. Blum discussed the idea of moving the weekly enrollment to quarterly. As one of the only skills centers with rolling enrollment, and the second year New Market is seeing waiting lists in most programs, the conversation continued. Discussing the 2<sup>nd</sup> page of the Follow up Special Populations Conversations document, it has been identified that students miss too much time due to many reasons. New Market staff has added online assignments and PowerPoints where students, parents, teacher managers, and counselors now have a venue to access when working with the student. Checking this off the list, teachers are saying this has made a significant difference in this school year. As part of the OSSI grant, Ms. Blum and staff will be going forward with CRISS training for professional development. Council Member Dotson commented on the need to being mindful of students attending New Market stressing the need for conversations between those who know the student and know the programs. Council Member Davalos suggested New Market teachers visit Centralia School District to discuss the programs. Chair Belmonte feels that whether teachers go out to our consortium districts or counselors come to New Market to visit programs, communication to intentionally place kids so that they are given the opportunity for success is paramount. Ms. Blum will continue this conversation – she is pleased the overall passing rate has once again improved.

### **Enrollment and Financial Reports**

With Chris Bradshaw on vacation, Ms. Blum was excited to share the Enrollment and Financial Reports. January FTE was 308 and February's FTE was 324. We will begin working on actual numbers and will see a bump in our allocation. She is feeling very comfortable about our budget and going forward.

## **SCHOOL IMPROVEMENT GOALS AND STRATEGIES**

### **New Market Skills Center & High School – School Improvement Plan - Update**

Focusing on Page 7 of the Consolidated School Improvement Plan Title I, Part A, Schoolwide and School Improvement report – This speaks to strategies attached to our goals which are similar to last year's – improving grades and unexcused absences. Seeing a measurable improvement in failing grades and knowing that attendance will be a constant battle, Ms. Blum was pleased to report that all grades, including students with a 504 and SPED, showed progress.

## **PERSONNEL REPORT**

### **New Hire**

#### **Culinary Arts Instructor**

An offer, through Sodexo, has been made for a Culinary Arts instructor. We will know this afternoon whether the gentleman has chosen to accept. He is a graduate of the New Market Culinary program.

## **PERSONNEL REPORT - Continued**

From here he attended culinary school in Portland, OR and is currently working in an institution teaching incarcerated people cooking skills helping to prepare them to begin a career.

### **Resignations**

Kris Blum, Executive Director

Linda Webb, Registrar

Ms. Webb's last day is scheduled for June 21. Ms. Blum will work with Human Resources to get the Registrar position posted.

## **ACTION ITEMS**

### **Summer School Program Offerings**

With a transition in OSPI's procedure, summer school programs now need to have approval from the Administrative Council and the General Advisory Council. The approved programs must be submitted to OSPI by March 1 – who then has until March 31 to approve or deny the program offering. The programs listed in the agenda packet are the same that were offered last summer.

Council Member Dotson moved and Council Member Murphy seconded the Summer School Program Offerings.

### **Program Fees 2020-2021**

The Program Fees are brought to the Administrative Council, for approval, annually. The only requested change is from the Professional Medical Careers program – from \$45 to \$50. Ms. Blum reminded the Council Members that this program's fee was \$50 two years ago and it was lowered to \$45 last year. The cost for the scrubs purchased have increased.

Council Member Murphy moved and Council Member Bahr seconded the Program Fees 2020-2021.

### **Classified Salary Schedule 2020-2021**

Ms. Blum reminded the Council Members of the salary proposal brought to the Council, in December, from the classified staff. Working together to find fairness, Chair Belmonte, Council Member Dotson, Ms. Blum, and with the assistance from Tumwater School District's Executive Director of Human Resources, Beth Scouler, the enclosed counter-proposal was presented to the staff. This pay increase totals \$30,900 in the budget; however, it is shared with New Market's school year, summer school, and New Market High School.

Council Member Dotson moved and Council Member Wharton seconded the Classified Salary Schedule 2020-2021.

## **EXEMPT SESSION**

### **Executive Director Replacement**

The Council Members entered into the Exempt Session at 11:39 AM

## **RETURN TO REGULAR SESSION**

The Council Members returned to the Regular Session at 12:14 PM

Council Member Fry entered a Motion to amend the agenda to add the Posting of the Director Position.

Council Member Wharton seconded the amended agenda to include the Posting of the Director Position.

Council Member Dotson moved and Council Member Murphy seconded the modified job description for the Director position.

## **COUNCIL MEMBER COMMENTS**

Standing Question: Future Meeting Topics

Council Member Wharton wished all of the districts the best with their upcoming levies and bonds.

## **ADJOURNMENT**

The meeting adjourned at 12:15 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