

APPROVED: October 11, 2019



**NEW MARKET SKILLS CENTER  
Administrative Council Minutes  
May 17, 2019  
Rainier School District Office**

**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, John Bash, Joe Belmonte, Deb Clemens, Mark Davalos, Patrick Murphy, and Brian Wharton

New Market Staff Present: Kris Blum and Chris Bradshaw

Scribe: Colleen Bonner

Guests: CTE Directors: Brad Hooper – North Thurston Public Schools, Pat Cusack – Olympia School District, and Teri Pablo – Yelm Community Schools

Council Member Bash moved and Council Member Davalos seconded to approve the Agenda

**CONSENT AGENDA:**

**Administrative Council Minutes – March 22, 2018**  
**Counselor Connection Meeting Notes – March 7, 2018**  
**South Sound Council Meeting Minutes – March 21 & April 19, 2019**  
**Skills Center Directors' Meeting Notes – April 16, 2019**  
**Automotive Technology Equivalency Credit**  
**Art & Animation Equivalency Credit**  
**Donation**

Council Member Wharton moved and Council Member Bash seconded to approve the Consent Agenda

**EXECUTIVE DIRECTOR'S REPORT**

Program Kudos:

SkillsUSA State, Yakima, WA – Update  
Computer Science AP  
Construction Trades  
Professional Medical Careers

Ms. Blum asked the Council Members to recall last meeting where approval was given for the students and instructors of Computer Science AP, Construction Trades, and Professional Medical Careers to travel to Yakima for the State SkillsUSA competitions. Although none of the students will be moving forward to Nationals, this was a great opportunity for these students.

## EXECUTIVE DIRECTOR'S REPORT - Continued

### *"What is New Market up to?"*

The *"What is New Market up to?"* newsletter highlights the Fire Fighting and Emergency Services program's "Burning down the House" event. Wanting to emulate a real fire, the Construction Trades program constructed doll houses, the Fire Fighting instructors received a fire permit, and administration went through Risk Management for approval. This program offers real-life situations allowing students to see what the life of a firefighter entails. The program took a trip last week to the North Bend Fire Academy – an experience not many high school students are offered.

### Field Day – Update

Through this ASB fundraiser, Field Day raised over \$2,000 for scholarships for New Market students.

### Try-A-Trade – Update

We saw a great representation of consortium schools on our campus to participate in the Try-A-Trade event. CTE Directors have requested next year's event be added to the calendar soon so that they may include it in their 2019-2020 school year planning.

### Twin Harbors Cosmetology – Update

As Twin Harbors Skills Center is a branch campus of New Market, its Executive Director Lynn Green reached out to Ms. Blum letting her know that the business contract for their cosmetology program would be abruptly coming to an end. Ms. Blum introduced Ms. Green to both of New Market's cosmetology business partners for assistance. There is a possibility that Fosbre Academy of Hair Design may be opening a new school in the Aberdeen area which will support the Twin Harbors Skills Center's students.

### Capital Projects – Update

#### 2019-2021 Biennium Allocation

WA State Skills Centers' minor works capital projects were submitted to the legislation. The legislators approved \$3M for projects. Five of those approved are for New Market. With work continuing on our campus from the last biennium, we will continue to see improvements through minor works.

### Capital Projects Fund Expenditure

The campus' front doors are metal and when the sun hits them they stick, causing people to get stuck between the two sets. This repair was not funded as part of the capital projects submitted for approval and the cost will be higher than the enclosed estimate as Tumwater School District asked for a quote to be reissued charging prevailing wages.

### Enrollment Report

Ms. Blum reported that we are very close to our budgeted FTE. Enrollment has been holding this year.

### Financial Report, Preliminary Budget & Slot Assignments 2019-2020 – To be distributed at meeting

Mr. Bradshaw discussed the enclosed financial reports stating the overall revenue is down a little and expenditures are up a bit. Our fund balance is still healthy with over \$601K as compared to just over \$439K last year. We expect our overall FTE to drop slightly as students return to their sending schools to prepare for graduation or choose to leave school completely. New Market High School continues to be strong

### Summer School – Update

With a change in the way OSPI interprets exploratory frameworks, Skills Centers have been on hold for approval to hold historic summer school programs. Being informed of the new guidelines in mid-March, and that approval will be issued by May 15, it has been difficult as we begin summer school planning immediately after winter break. Skills Centers were told they could not offer programs unless they are preparatory and an extension of the

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

school year. An example: New Market submitted an exploratory framework for its Family Health summer program and after planning had begun, we received notice that it was not approved. We were able to attach this program to our Professional Medical Careers framework, however, have cancelled the School of Rock program as we do not have a school year framework to attach it to. We received approval, just yesterday, to go forward with all other programs. Council Member Bash thanked Ms. Blum for going to bat on their behalf. Ms. Blum expressed her appreciation to Chair Belmonte for his support in working with OSPI on this issue.

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

#### MTSS Fest East 2019

The status of School Improvement will be shared with the Council Members, by Council Member Bash, in Executive Session. Ms. Blum reported that all but two programs now offer equivalency credit. She has submitted a Science equivalency credit for evaluation, to Tumwater Schools District's supervisor, for the Cosmetology programs. The Supervisor has been out sick all week. Ms. Blum explained that if the equivalency credit is not approved until October, which is the next time the Administrative Council is scheduled to meet, the students will not be able to receive the Science credit until the 2020-2021 school year. She asked, that once the request goes through the proper channels, is the Administrative Council willing to approve it via email? Chair Belmonte and Council Member Clemens agreed that this was a good idea.

### **PERSONNEL REPORT**

#### New Hire

Megan Fitzpatrick, who comes to us from Yelm Community Schools, will fill our Administrative Secretary – Marketing open position. In order to increase classified salaries, this position was changed from 8 hours a day to 6 hours a day.

### **ACTION ITEMS**

#### NMSC Classified Salaries

With New Market instructors receiving an 8% increase last year, and Tumwater School District recently settling with its TOPA union, Ms. Blum is requesting an 8% increase for classified staff. This increase is imbedded in the 2019-2020 budget.

Council Member Clemens moved and Council Member Murphy seconded to approve NMSC Classified Salaries

#### 2019-2020 Budget

Ms. Blum and Mr. Bradshaw are submitting the 2019-2020 Budget knowing that OSPI will soon be releasing information from the recent legislative changes voted into place. Mr. Bradshaw discussed the Slot Assignments spreadsheet stating the cost for mandatory support from a School Nurse is built in. We continue to wait to hear back on what the allotment for FTE will be. Tumwater School District's Jim Brittain, Director of Finance, expects it out at the end of May. The budget allows for an approximate \$15K for unexpected costs. If we reach our 83 summer FTE, we will generate approximately \$100K that can also go toward unexpected costs. Each year, we continue to spread out our summer school income to alleviate the school year short fall. With only holding one session of summer school this year, we now have 432 enrolled, as compared to 359 last year. These numbers do not include GRuB nor North Thurston Public Schools' skills center summer programs. Looking at 2019-2020 fall applications, as compared to last year, we have an approximate 47% increase.

Council Member Murphy moved and Council Member Clemens seconded to approve the 2019-2020 Budget with the knowledge that adjustments will be made.

## **ACTION ITEMS – Continued**

### 2019-2020 Administrative Council Meeting Schedule

Chair Belmonte explained to the Council Members that the proposed 2019-2020 Administrative Council Meeting Schedule follows the same pattern as this current year's schedule.

Council Member Davalos moved and Council Member Murphy seconded the 2019-2020 Administrative Council Meeting Schedule

### 2019-2020 Administrative Council Chair

Chair Belmonte offered to accept the responsibilities, for another year, as the 2019-2020 Administrative Council Chair.

Council Member Bash moved and Council Member Murphy seconded the 2019-2020 Administrative Council Chair

## **EXECUTIVE SESSION**

To Discuss the Performance of a Public School Employee RCW 42.30.110 (g)

Executive Session began at 11:41 AM.

## **COUNCIL MEMBER COMMENTS**

Standing Question: Future Meeting Topics

There were no Council Member Comments

## **ADJOURNMENT**

The meeting adjourned at 12:09 PM

NMSC will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on age, sex, race, creed, religion, color, national origin, veteran or military status, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person of disability. NMSC will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society.