

Approved by the Administrative Council
May 17, 2019

NEWMARKET SKILLS CENTER

NEW MARKET SKILLS CENTER Administrative Council Minutes March 22, 2019 Rainier School District Office

REGULAR ITEMS:

Call Regular Meeting to Order

Chair Joe Belmonte called the meeting to order/flag salute at 11:02 AM
Meeting Location: New Market Skills Center

Administrative Council Members Present: Bryon Bahr, Joe Belmonte, Deb Clemens, Kim Fry, Brian Wharton, Olympia School District's CTE Director Pat Cusack for Patrick Murphy, and Tumwater School District's CTE Director Brian Hardcastle for John Bash

New Market Staff Present: Kris Blum, Chris Bradshaw

Scribe: Colleen Bonner

Guests: CTE Directors: Brad Hooper – North Thurston Public Schools and Adam Shell – New Market Skills Center's Construction Trades Instructor

CONSENT AGENDA:

Administrative Council Minutes – February 1, 2019
Counselor Connection Meeting Notes – February 7, 2019
South Sound Counsel Meeting Minutes – February 21, 2019
Donation

Next Meeting Date: May 17, 2019

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

EXECUTIVE DIRECTOR'S REPORT

Adam Shell – Building Diversity Event - Update

Mr. Shell began by expressing his thankfulness for the opportunity to bring the Diversity event to the attention of the Council Members. Getting women involved in the Construction Trades field is a necessity when discussing diversity. The day began with a visit to Lakeside Industries asphalt plant site where they talked about pathway opportunities. The second job site visit was to Centralia High School where the students were able to see the women working in different capacities. Once they returned to New Market they were met by a panel of female union workers who have all been successful in the trades. They spoke about the beginning of their careers, how things have changed, and the many opportunities now available. They shared that some make \$100,000 a year with pension plans and the continued prospect for growth. Mr. Shell was pleasantly surprised with the union workers and their excitement to come to New Market and share with the students. Union members from as far as Pasco traveled to participate. With all consortium schools receiving an invitation to send their female students to

this event, we received 30 RSVPs. Out of the 30, 11 students participated. It was obvious there was a disconnect that we will work on to improve. Mr. Shell asked the Council Members for their support next year. Girls do not need to only be interested in the trades to participate, we also want to show them the sisterhood and opportunities available. Mr. Shell shared pictures of the event.

Program Kudos:

Community Youth Services – YouthBuild Program

Ms. Blum shared the news that the YouthBuild program was instrumental in building the downtown homes for the homeless and that they continue their work with Habitat for Humanity.

Small Business Start-Up – LifeSmarts National Competition

For the first time, the Small Business Start-Up students will be traveling to Orlando, FL to compete in the National LifeSmarts competition.

“What is New Market up to?”

The attached shows an example of the work being done by the recently added two additional hours to the secretary/marketing position. We are seeing a significantly higher presence on social media also.

Grants Received

Construction Trades – Non-Traditional “Diversity” \$2,000

The funds from the Non-Traditional grant were used to support the Diversity event.

Professional Medical Careers – High Demand CTE \$25,000

Several hospital beds, along with an electronic person, will be purchased with the High Demand CTE grant money.

Summer School – Update

For a number of reasons, New Market is not able to offer two sessions of summer school this year. Among these are:

- The increase in students’ hours from 90 to 100 (900 to 1,000 for the school year)
- We cannot begin summer school until our host district ends its regular school year - with the Tumwater School District teachers’ strike at the beginning of the year and days missed due to weather, they have needed to extend their year
- Construction on Tumwater School District’s TALC building, on New Market’s campus, will begin in April

Historically, the 1st session of summer school is full and the second sees students register and then not show for classes. We plan to completely fill all classrooms for the one session and have begun conversations with North Thurston Public Schools to offer classes on one of their sites. OSPI requires satellite programs to have approved frameworks, which they do. Ms. Blum will begin conversations with Vicky Lamoreaux and Brad Hooper to discuss the funding split and administrative responsibilities.

Enrollment Report

Ms. Blum shared that New Market’s enrollment is pretty close to its targeted budget. With less than .5 FTE down, our goal of keeping students enrolled has improved over the last three years. Council Member Clemens asked whether the one session of summer school will be enough to make up the school year loss. Mr. Bradshaw stated we will need 58 FTE to meet the need.

Financial Report, Preliminary Budget & Slot Assignments 2019-2020

There was a discussion around the attached financial reports and the comparison of head count from this year to last year. Our running average is 282 FTE where we budgeted 283 FTE.

Preliminary Budget & Slot Assignments – 2019-2020

Ms. Blum discussed the cost for the school nurse which is included with the slot assignments and in the preliminary budget. The reports exclude unknown legislative action and Tumwater School District’s Human

Resources payroll extract (which the Skills Center has set aside \$15,000 in reserve for preparation of). We will have more accurate numbers once we hear from Human Resources. Mr. Bradshaw shared the budget is at 283 FTE, based on the slot assignments. Next year, we will budget 83 FTE for summer school and run two sessions. There was a discussion around the one session of summer school – With 90 FTE budgeted for two sessions, we would like to see 58 FTE for the one. Ms. Blum explained that each year we have been able to add to our fund balance – this year we want to break even to keep it at its current balance. The budget will be prepared for approval at the May 17 meeting. If there are legislative changes made after then, the Council Members will need to approve it electronically.

SCHOOL IMPROVEMENT GOALS AND STRATEGIES

OSSI Grant - Update

Ms. Blum and a team of three additional staff members will be attending the Multi-Tiered Systems of Support conference.

Equivalency Credit 2019-2020

New Market will only have three programs without equivalency credit for this upcoming school year. These programs are: Cosmetology, Cyber Security, and Small Business Start-Up. Staff has worked hard on this particular goal and the outcome has positively impacted our enrollment. With a concern from Yelm Community Schools, a discussion continued around which English standards are being met. Mr. Hardcastle discussed the crosswalk process Tumwater School District goes through, and the professionals who determine the rigor, in order to approve the equivalency credits. Ms. Blum will email a copy of the English standards and crosswalk documentation to the Council Members.

Fall Semester Comparative Data

Ms. Blum discussed the attached information in the Fall Semester Comparative Data report. She is very proud of the work that has been completed and will continue improving the diversity outcomes.

PERSONNEL REPORT

Kassandra Ketchum, Administrative Secretary – Marketing, Resignation

With family obligations requiring her resignation, Ms. Ketchum will be leaving New Market at the end of April. The job details were sent to Human Resources last week and should be posted soon.

ACTION ITEMS

Approval to Surplus Junk Vehicle

Council Member Clemens moved and Council Member Wharton seconded to approve the Surplus Junk Vehicle.

2019-2020 Calendar

Council Member Fry moved and Council Member Clemens seconded to approve the 2019-2020 Calendar.

Overnight Travel

- National LifeSmarts Championships – Orlando, FL April 13-16, 2019
- SkillsUSA State Competition – Yakima, WA April 25-27, 2019
 - Computer Science AP
 - Construction Trades
 - Professional Medical Careers

Council Member Bahr moved and Council Member Wharton seconded to approve the Overnight Travel.

New Programs

- Family Health Equivalency Credit – Summer School 2019
- DigiPen Art & Animation – School Year 2019-2020

Ms. Blum explained that skills centers can offer exploratory programs during the summer and that the Framework being presented is similar to Olympia School District's and North Thurston Public Schools'. The Framework has already gone through the approval process with Tumwater School District's Student Learning department.

Council Member Clemens moved and Council Member Bahr seconded to approve the offering, and equivalency credit, of the Family Health Equivalency Credit – Summer School 2019

DigiPen Art & Animation has been offered as a summer school program for several years. This request is for the school year and the framework encompasses the curriculum taught in the Commercial Graphic Design program, which will be closing, and more. We are working on an Art equivalency and plan to start this program only if the equivalency credit is available. There was a discussion around potential geometry equivalency and the Art framework.

Council Member Clemens moved and Council Member Fry seconded to approve the DigiPen Art & Animation – School Year 2019-2020 request.

COUNCIL MEMBER COMMENTS

Chair Belmonte asked the Council Members to consider the Administrative Council Chair Person position that will be discussed at the next meeting.

ADJOURNMENT

The meeting adjourned at 11:54 AM with no further Action taken.

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