

Approved by the Administrative Council
March 22, 2019

NEWMARKET SKILLS CENTER

NEW MARKET SKILLS CENTER Administrative Council Minutes February 1, 2019 Rainier School District Office

REGULAR ITEMS:

Call Regular Meeting to Order

Chair Joe Belmonte called the meeting to order/flag salute at 11:11 AM
Meeting Location: Rainier School District Office

Administrative Council Members Present: Bryon Bahr, John Bash, Joe Belmonte, Deb Clemens, Kim Fry, Patrick Murphy, Brian Wharton, and Shelton School District's CTE Director Don Welander for Alex Apostle

New Market Staff Present: Kris Blum, Chris Bradshaw

Scribe: Colleen Bonner

Guests: CTE Directors: Brad Hooper – North Thurston Public Schools and Teri Pablo – Yelm Community Schools
Tammie Jensen-Tabor – Tumwater School District's Director of Special Services and Linda Moffett, RN – Tumwater Schools District's School Nurse

CONSENT AGENDA:

Administrative Council Minutes – October 12, 2018

Counselor Connection Meeting Notes – December 6, 2018

South Sound Counsel Meeting Minutes – September 20, November 15, December 14, 2018 & January 17, 2019

Skills Center Directors' Meeting Notes – November 13, December 1, 2018 & January 15, 2019

Automotive Technology Equivalency Credit

Construction Trades Pathway Math Equivalency Credit

Negotiate Summer 2019 and School Year 2019 - 2020 Business Contracts

Next Meeting Dates:

March 22, 2019

May 17, 2019

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

EXECUTIVE DIRECTOR'S REPORT

RN Coverage for NMSC – Tammie Jensen-Tabor, Director of Special Services and Linda Moffitt, RN, Tumwater School District

Ms. Blum asked the Council Members to refer to the attached memo *Re: School Compliance for Health Care Training – Must be combined with in-person RN training* which shows the historical procedures New Market has followed in providing annual required staff health trainings and managing student health safety plans. Also

enclosed is a copy of the *Legislative Requirements*. Ms. Blum introduced Tumwater School District's RN School Nurse Linda Moffitt. Sharing her background, Ms. Moffitt has been a school nurse for 32 years, of which four have been in the Tumwater School District. With the legal requirements for a safe environment for students, and the paperwork attached to this, it is mandated that these be completed by a Registered Nurse. Ms. Moffitt continued stating if we do not have RN coverage, we are illegal and unsafe. New Market is an interesting entity as it is a combination of districts coming together; although the same services are needed. It is mandated by law to make sure a plan is in place, staff is trained, and to confirm lifesaving medication is on hand. RN services at New Market are a need and a must. Ms. Blum clarified that this is a requirement for both the skills center and the high school. Since September of this school year, New Market has been paying Ms. Moffitt for her services from a time slip. We have, many times, had life threatening instances on our campus and have needed to call 911. With Ms. Jensen-Tabor's and Ms. Moffitt's help, we are doing better, however, we are still out of compliance. Compensation, for an RN on New Market's campus one day a week, would cost approximately \$22,000. Ms. Blum would like to continue paying for these services, from a time slip, through the end of the school year. Beginning with the 2019-2020 school year, she would like to have this expense included with the cost the consortium districts pay for their *slot assignments* and *capital projects*, which is based on the number of students the sending schools send. Realizing the responsibility of the consortium districts, Council Member Clemens asked Ms. Blum to include this in the budget for next year.

Counselor and Principals' Breakfast – October 18, 2018 – Update

Ms. Blum reported that the Counselor and Principals' Breakfast was a success with counselors and principals bringing others. The group also toured the campus.

South Sound Council Kick-Off – October 18, 2018 - Update

The annual South Sound Council Kick-Off is a time for the general advisory members, not only from New Market but from consortium districts, to come together to collaborate. Ms. Pablo feels it shows a great partnership between industry and education.

"What is New Market up to?"

With a .2 FTE increase for a front office secretary, we now have someone to help with our social media/marketing. The attached *"What is New Market up to?"* is the first of this kind of newsletter and will continue to be sent to CTE directors and counselors.

SkillsUSA

- Computer Science AP
- Construction Trades
- Professional Medical Careers

Students placing in the SkillsUSA Regional contests will be moving on to State competitions.

Grants Received

- Intercity Transit – Discounted Bus Pass Program
PSE \$8,700
- Thurston County School Retirees Mini Grant \$250

Enclosed is documentation showing the grants received.

Financial Update: Enrollment, Financial Report

Mr. Bradshaw reported out on the budget stating the good news that our fund balance is up from last year and confident that summer school will continue to help. We are close to our targeted FTE of 283 with a running average of 282 – as of this morning. Our FTE allocation increased from \$8,004 to \$9,130. Summer school seat time will increase from 90 hours to 100 hours. Ms. Blum discussed the opportunity for New Market to offer CTE summer programs that could help students with academic credits. She is currently working on offering a Health CTE program.

Capital Budget – Mel Murray, Architect – Director of Facilities, Tumwater School District
Mr. Murray referred to the enclosed *2019-2021 Capital Budget Request – Minor Works Project list by Skills Center* documents. The data network rewiring and switches was the largest project. It allowed us to bring a 1990s system up to date by modernizing the camera and security system. We have an old, and a new, boiler and a heater that is currently in failure mode. With a quote from ATS for approximately \$25,000 it would leave us with \$10,000 in a contingency fund. With the head end working, we will not have a campus-wide failure. New Market received five projects to be funded. Building B hallways came back at well over \$1M. We have a second quote that came in less and closer to the money allocated. Lines 24-49 show the items we feel may fail.

SCHOOL IMPROVEMENT GOALS AND STRATEGIES

Office of System and School Improvement

Ms. Blum shared the concerted effort staff has put into working on goals. Mr. Bradshaw generated a new program which notifies counselors of attendance and mailings to students with 5-day, 10-day, and 15-day letters. To date, we have sent 357 letters. At our highest point, we sent 81 letters – this last week we sent 20. This shows a definite improvement. Many times, parents are not aware that they are to call New Market when their student is absent. They believe calling the sending school takes care of both locations. The Council Members requested that the actual percentage of attendance, the three year trends, and what was the baseline be brought to the next meeting.

Strategy 3E – More than half of New Market’s programs now offer equivalency credit and five of our programs have a waiting list.

ESD113 – Ms. Blum explained how New Market, due to the nature of its students, is identified as a School of Improvement. This affords us a grant to pay up to \$20,000 for a coach, for three years, to help identify key areas where improvement is needed. We are focusing on how to generate the data. These resources may be used for both the skills center and the high school. Based on ESSA federal guidelines, New Market High School will always be categorized as a School of Improvement.

ACTION ITEMS

Closing of Commercial Graphic Design Program

With data showing the rationale for skills centers to allow a program three years to be self-supporting, the Commercial Graphic Design AP program is on its 5th year and is failing to meet the targeted requirement for enrollment. The instructor is aware that the Administrative Council will decide on whether this program should be closed. Ms. Blum is looking at another program to fill its spot and will bring the information to the next meeting. The discussion continued around targeted enrollment needs. She explained that the OSPI funding model supports a ratio of 22 students per program whereas New Market is comfortable with 18.

Council Member Clemens moved and Council Member Murphy seconded to approve the Closing of the Commercial Graphic Design Program.

Summer School Stipends

Ms. Blum discussed the summer school stipends mentioning that they have not increased in at least 10 years. With the seat time going from 90 hours to 100 hours, she is recommending the increase. This money has been budgeted for.

Council Member Bash moved and Council Member Clemens seconded to approve the Summer School Stipends.

Program Fees – Summer School

Ms. Blum explained OSPI's statute that summer fees are not to be over and above what a program charges during the school year. The attached, for approval, shows two programs lowering their fees due to the cost of items being less and Beauty Basics adding a fee. Beauty Basics was a successful new program last summer.

Council Member Murphy moved and Council Member Wharton seconded to approve the Program Fees – Summer School.

Program Fees – 2019 – 2020 School Year

Council Member Murphy moved and Council Member Bash seconded to approve the Program Fees – 2019 – 2020 School Year.

Proposed Revision to the South Sound Council for Career & Technical Education Bylaws

Ms. Blum discussed the origination of the South Sound Council for Career & Technical Education whereas the Bylaws speak to New Market being its center. This is no longer accurate. All of the districts contributing are equal partners. These changes are being brought to the Council Members with a request for changes to the Bylaws and approval process. We believe the proposed changes reflect the current reality. Ms. Pablo explained that although new programs would need approval, the purpose was informational for superintendents rather than being an approval board. She explained how each district works with their local advisories with the same opportunity to join as their General Advisory Boards. There was a conversation around all districts being welcome to join the South Sound Council. Ms. Blum pointed out that we all tap into the same industry people and it causes them to have to attend many meetings. New Market and Tumwater School District are collaborating for joint advisory meetings, reducing industry partner meetings.

Council Member Clemens moved and Council Member Murphy seconded to approve the Proposed Revision to the South Sound Council for Career & Technical Education Bylaws

COUNCIL MEMBER COMMENTS

Council Member Bash asked a question with regard to next year's salaries. A discussion followed.

ADJOURNMENT

The meeting adjourned at 12:15 PM with no further Action taken.

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 or 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 and Title IX Coordinator: Chris Woods, 360-709-7030, chris.woods@tumwater.k12.wa.us and Section 504 Coordinator: Tammie Jensen-Tabor, 360-709-7040, tammie.jensen-tabor@tumwater.k12.wa.us Address: 621 Linwood Avenue SW, Tumwater, WA 98512