

NEWMARKET SKILLS CENTER

NEW MARKET SKILLS CENTER Administrative Council Minutes May 18, 2018

REGULAR ITEMS:

Call Regular Meeting to Order

Chair Joe Belmonte called the meeting to order/flag salute at 11:05 AM

Meeting Location: New Market Skills Center

Administrative Council Members Present: Bryon Bahr, John Bash, Joe Belmonte, Deb Clemens, Kim Fry, James Bowers for Mark Davalos, Steve Rood for Patrick Murphy, Teri Pablo for Brian Wharton

New Market Staff Present: Kris Blum, Chris Bradshaw

Scribe: Colleen Bonner

Guest: Brad Hooper – North Thurston Public Schools

Agenda Discussion

Council Member Bash proposed moving the NMSC Administrators' Salary Scales, listed under Action Items, to follow the Executive Session so that the topic may be discussed with the Council Members prior to a decision being made.

Council Member Clemens moved and Council Member Bash seconded to approve the Regular Items

CONSENT AGENDA:

Administrative Council Minutes – March 23, 2018

Counselor Connection Minutes – May 10, 2018

South Sound Counsel Meeting Minutes – March 15, and April 19, 2018

Capital Projects / Minor Works Grant

Equivalency Credit Approvals

Donation

Next Meeting Dates:

October 12, 2018

March 22, 2019

December 7, 2018

May 17, 2019

February 1, 2019

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

EXECUTIVE DIRECTOR'S REPORT

Kristen Jaudon APR – Director, Communications & Public Engagement, ESD 113

With Ms. Jaudon unable to attend the meeting, she asked Ms. Blum to discuss the enclosed Communications Review Update, which documents interesting trends. Knowing the next Administrative Council meeting is not until October, Ms. Blum will reach out to Ms. Jaudon for next steps in sharing the results..

SkillsUSA State - Results

Ms. Blum introduced DigiPen Computer Science AP instructor Thomas Foster who introduced the two State SkillsUSA winning students, Cameron Hardy and Justice Shultz. With plans underway for the three to travel to Louisville, KY, in June for Nationals, Ms. Blum shared the news that Olympia School District has paid \$1,150 for the students' registration and the NMSC Foundation has awarded a \$3,000 scholarship to be used for flights and extras which will allow the students to visit local museums, etc.

Fun Run and Try-a-Trade – Update

The Fun Run, held April 20, received approximately \$2,000 in donations with the Try-a-Trade event, held May 3, bringing in \$7,000. The money will be sent to the NMSC Foundation and used for scholarships.

Summer School - Update

Ms. Blum reported that summer school planning is on target with postcards going out in the US mail this week. Council Member Clemens asked for an enrollment by district count. Ms. Blum will send that out to the consortium districts' superintendents.

Non-Renewal of Cosmetology Contract – RFP Update

New Market has decided not to renew The Buben School of Beauty contract, for cosmetology services, for the 2018-2019 school year. We are currently in the process of reviewing the four RFP's (Requests for Proposals) received, for an Olympia/Tumwater cosmetology location, with plans to visit proposed sites next week.

Financial Update: Enrollment, Financial Report

Mr. Bradshaw stated the enclosed enrollment and financial documentation shows data for September through April. He noted that we have received 68.5% of revenue through April and we are scheduled to receive approximately \$200,000 in allotment, as compared to last year.

SCHOOL IMPROVEMENT GOALS AND STRATEGIES

School Improvement Plan Data - Update

Ms. Blum shared the work completed by New Market staff with three programs receiving equivalency credit through the Tumwater School District approval process and meetings setup to continue the work for our Auto Service Technology and Construction Trades' programs. Student withdrawal documentation will be compiled in June, for comparison next year. Unexcused absence data did go up a little as compared to the 16-17 school year. There was further discussion with regard to the changes made, at the State level, for adjusting absences and how attendance is monitored. New Market flyers have been created in both English and Spanish. Although we have not met targets in increased enrollment and a decrease in grades, we plan to work on these areas next year.

PERSONNEL REPORT

New Hire: Automotive Service Technology

Bryan Christensen has been hired as the Automotive Service Technology Instructor.

ACTION ITEMS

SkillsUSA Nationals – Overnight, Out-of-State Travel

Council Member Clemens moved and Council Member Fry seconded to approve the SkillsUSA Nationals – Overnight, Out-of-State Travel.

ACTION ITEMS – con't

NMSC Administrators' Salary Scales – To be Distributed at Meeting

As requested by Council Member Bash, the NMSC Administrators' Salary Scales was moved to a discussion in Executive Session. No action was taken.

2018-2019 Budget – To be Distributed at Meeting

Mr. Bradshaw distributed the 2018-19 Budget Proposal stating we are currently on track for fall applications, as compared to this time last year. He discussed how the FTE calculation on page 1 could change based on sending schools' bussing schedules. He also reminded the Council Members that New Market now works with Tumwater School District for budgeting revenue and expenditures for New Market High School. With conversation around the new State certificated instructional staff salary schedule, Council Member Clemens requested clarification be added to the annual contracts stating that the base pay includes additional time and that the contracts be looked at by the school attorney. Council Member Bash stated the August In-Service additional time is not part of the employees' contracts and should be compensated via time slips. Mr. Bradshaw will include a line item, in the budget, to cover the additional expenses for additional time.

Council Member Bash moves we approve the budget proposal with the condition that an additional budget line item be established to ensure ample capacity exists for certificated instructional per diem pay, plus benefits, beyond the base salary.

Council Member Bash moved and Council Member Clemens seconded to approve the 2018-2019 Budget.

2018-2019 Administrative Council Meeting Schedule

With the open discussion and solid feedback that Ms. Blum receives from Chair Belmonte and Council Member Bash, throughout the year, the Council Members agreed that five meetings a year was sufficient.

Council Member Fry moved and Council Member Bahr seconded to approve the 2018-2019 Meeting Schedule.

2018-2019 Administrative Council Chair

It was decided that Chair Belmonte would continue as the Administrative Council Chair for the 2018-2019 school year.

Council Member Fry moved and Council Member Bash seconded to approve the 2018-2019 Administrative Council Chair.

EXECUTIVE SESSION

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

The Council Members began their Executive Session at 11:58 AM

COUNCIL MEMBER COMMENTS

There were no Council Member Comments

ADJOURNMENT

The meeting adjourned at 12:36 PM with no further Action taken.

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