

# NEWMARKET SKILLS CENTER

## NEW MARKET SKILLS CENTER Administrative Council Minutes March 23, 2018

### REGULAR ITEMS:

#### Call Regular Meeting to Order

Acting Council Chair John Bash called the meeting to order/flag salute at 11:01 AM  
Meeting Location: New Market Skills Center

Administrative Council Members Present: Alex Apostle, Bryon Bahr, John Bash, Deb Clemens, Mark Davalos, Kim Fry, Patrick Murphy, Brian Wharton

New Market Staff Present: Kris Blum, Chris Bradshaw

Scribe: Colleen Bonner

Guests: Tumwater School District's Director of Finance & Support Services Mitch Thompson, CTE Directors: Brad Hooper – North Thurston Public Schools, Steve Rood – Olympia School District, Brian Hardcastle – Tumwater School District, and Teri Pablo – Yelm Community Schools

#### Agenda Discussion

Acting Chair Bash discussed the meeting he and Kris Blum had with Tumwater School District's Human Resources Department with regard to the history, not practice, of the New Market administrators' salaries. He proposed tabling the Cost of Living Adjustment "COLA" action item for the next meeting when all of the skills center's staff's salaries may be included.

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

### CONSENT AGENDA:

**Administrative Council Minutes** – February 2, 2018

**South Sound Counsel Meeting Minutes** – February 15, 2018

**Skills Center Directors' Meeting Minutes** – January 23, 2018

**Counselor Connection Meeting Notes** – February 8 and March 1, 2018

**Next Meeting Dates:** May 18, 2018

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

### EXECUTIVE DIRECTOR'S REPORT

Campus Happenings, Criminal Justice – Mock Arrests, Culinary Arts – Health Inspection  
Documentation is enclosed for the Council Members information.

Summer School - Update

Ms. Blum reported that summer programs are in place and staffing is in process. Work is ongoing and on track.

### Consortium Alternative Schedules

With Shelton School District moving to a five period schedule, Ms. Blum feels this will allow a greater opportunity for students to attend New Market. There was a brief discussion on the future plans of the districts changing their schedules with Rochester School District adding a period in the 8-19 school year and Centralia School District planning to make a change a couple of years out.

### Consolidated Program Review "CPR" 2017-2018 Review

New Market was reviewed under Tumwater School District and passed with flying colors. The one item needing change is our Advisory Board members. Currently, we have too many teachers and not enough businesses.

### NMSC Administrator Salary Review Process - Discussion

Acting Chair Bash discussed Ms. Blum's position of having to put her own market comparison/analysis package together to be presented for salary increases. Without a policy in place, and being a part of a 10 district consortium, he asked the Council if they feel a procedure should be established. Investment decisions are typically discussed once a district is comfortable with its budget numbers. Does it make sense to establish a procedure? Acting Chair Bash offered Tumwater School District's Human Resources Department to gather a data analysis and compensation packets for those administrators not represented by a union, for the Administrative Council. He will have the data gathered and share the information with Chair Belmonte and bring the information to the May meeting.

### Historical Program Enrollment by Month

The enclosed report is for the Council Members information only. In the past, the State mandated skills centers offer high demand/high wage programs. This is no longer a requirement. New Market will not close any programs for the 18-19 school year.

### Financial Update: Enrollment, Financial Reports, Enrollment Challenges

Mr. Bradshaw handed out a financial report to reflect September – February's numbers and stated all other pages are for the Council Members' information. He also distributed the 18-19 Budget documents reminding the group that the Slot Assignments, shown on Page 1, were approved, electronically, on February 7. With legislation changing the hours of instruction, from 90 to 100, we have lowered our budgeted FTE to 320. Mr. Thompson discussed the upcoming mandatory change in the teacher salary schedule and is working with Mr. Bradshaw who has built in contingencies for this. Mr. Bradshaw explained that the majority of skills center students are claimed as a .6 FTE and that we will now be going to a .54 FTE. He went on to discuss the current, approximate, \$8,000 we receive per FTE and stated that next year we will receive \$9,999 which will balance out the loss in the salary schedule change. New Market will need to have its own salary schedule as it will differ from Tumwater School District's due to not being a part of a union. This will be brought to the Administrative Council for approval. Mr. Bradshaw then discussed Page 4, the Budget Proposal, stating we do have capacity for the salary increases and that the reduced FTE was also taken into consideration.

## **SCHOOL IMPROVEMENT GOALS AND STRATEGIES**

### Goal 2 – Unexcused Absences

Mr. Bradshaw is working with staff and students in hopes of improving attendance issues. He is holding a weekly "attendance academy" for students between 5-10 absences where they discuss policy and students are given a handout for their parents/guardians. Most parents are not aware that they must call two schools to excuse their student's absence, as our systems do not work together.

### Goal 3 – Bias & Stereo Types, ESD 113 Marketing, and Equivalency Credit

Bias & Stereo Types: For brevity of the timeline of today's meeting, Ms. Blum asked the Council Members to review the enclosed documents and let her know if they have any questions.

ESD 113: Working with ESD's Director of Communications & Public Engagement Kristen Jaudon, Ms. Blum discussed the surveys, soon to go out, and asked the Council Members the best way to reach consortium stake holders.

#### Equivalency Credit

With the new Equivalency Credit process in place, New Market has submitted three programs for approval.

Acting Chair Bash requested a report showing the work completed, and the progress in the School Improvement Plan, be brought to the May meeting.

#### PERSONNEL REPORT

Amanda Allen, NMHS Sped – Resigned

We have a seamless transition in covering in the Sped position, as the teacher is an emergency sub and held the position last year.

Randy Nussler, AST Instructor – Resigned

An instructor, for the Auto Service Technology program, will begin on April 9.

Mary "Jeni" Kogler, RN, PMC Program Director, Hired February 13 and Resigned March 28, 2018

As part of the Professional Medical Careers CNA program, the Department of Health criteria is that an RN must oversee the program as the Director. We have hired a new Program Director on contract.

#### ACTION ITEMS

Approval to Surplus Junk Vehicles

Council Member Clemens moved and Council Member Murphy seconded to approve the request to Surplus Junk Vehicles.

Cost of Living Adjustment "COLA"

The Cost of Living Adjustment "COLA" approval item has been tabled until Messrs. Thompson and Bradshaw have an opportunity to finalize the budget.

2018-2019 Calendar

Following Tumwater School District's calendar and using the few consortium districts' calendars she received, Ms. Blum moved the dates forward by one, as compared to the 2017-2018 calendar, to determine the no AM and no PM school dates.

Council Member Wharton moved and Council Member Murphy seconded to approve the 2018-2019 Calendar.

2018-2019 Budget

With many questions unanswered, it was decided to table the 2018-2019 Budget.

#### COUNCIL MEMBER COMMENTS

To Consider 2018-2019 Administrative Council Chair

Council Member Bahr agrees that there are too many unknowns, at this point, to make a decision on the budget. Wished good luck to those districts running levies and bonds. Council Member Clemens appreciates all those who attended the meeting and thanked Chair Belmonte for his hospitality.

#### ADJOURNMENT

The meeting adjourned at 1:04 PM.

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