

NEWMARKET SKILLS CENTER

NEW MARKET SKILLS CENTER Administrative Council Minutes February 2, 2018

REGULAR ITEMS:

Call Regular Meeting to Order

Council Chair Joe Belmonte called the meeting to order/flag salute at 11:45 AM
Meeting Location: Tenino School District Board Room

Administrative Council Members Present: Chair Joe Belmonte, Bryon Bahr, John Bash, Deb Clemens, Kim Fry, Patrick Murphy, Rich Staley, Brian Wharton, James Bowers for Mark Davalos, Pat Cusack for Alex Apostle

New Market Staff Present: Kris Blum, Chris Bradshaw

Scribe: Colleen Bonner

Guests: CTE Directors: Brad Hooper – North Thurston Public Schools, Steve Rood – Olympia School District, Ellen Cavanaugh – Tenino School District, Brian Hardcastle – Tumwater School District, and Teri Pablo – Yelm Community Schools

Agenda Discussion

This agenda was accepted as presented

Council Member Wharton moved and Council Member Fry seconded to approve the Regular Items

CONSENT AGENDA:

Administrative Council Minutes – June 16, 2017

South Sound Counsel Meeting Minutes – June 15, August 24, and September 21, 2017

Skills Center Directors' Meeting Minutes – June 12, 2017

Donations

Next Meeting Dates: March 23, 2018 May 18, 2018

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

EXECUTIVE DIRECTOR'S REPORT

Kristen Jaudon, APR – Director, Communications & Public Engagement, ESD113

Ms. Blum introduced Kristen Jaudon who is assisting New Market with its Re-branding Proposal and she reminded the Council Members of the \$10,000 expenditure approved, at the December meeting, for Phase I. She asked Ms. Jaudon to share the work that has been completed so far. Ms. Jaudon has met with administration to project the scope and will be creating questions to conduct one-on-one interviews, telephone interviews, and surveys. She asked the Council Members what they would ultimately like to see from this review.

Council Member Bash shared his thoughts stating that a key piece is between New Market and the high school counselors. Although we do research, these are busy people. What advice do they have? They are the ones guiding the students. Why do they, or why wouldn't they, recommend New Market to their students? He also suggested to include student leadership groups as part of those interviewed.

Chair Belmonte suggested interviewing non-students and asking why they are not attending.

Ms. Jaudon would like to discover:

Why students are not attending New Market and do they know about New Market and what are their thoughts about the school?

Ms. Jaudon plans to have her work in place by mid-March, complete the work in April and May, and report back to the Administrative Council in June.

SkillsUSA Regionals

Computer Science AP

Construction Trades

Ms. Blum shared the results of SkillsUSA Regionals where students from our DigiPen Computer Science AP program and the Construction Trades program competed.

Grants Awarded

Barrier Breaker - \$11,778

Intercity Transit - \$1,092

Perkins - \$39,636

Ms. Blum explained the Barrier Breaker grant that is awarded to skills centers. This money is to support full time students with barriers to attending school. We use the funds for lunches, as we are not a part of the free and reduced lunch program. Unfortunately, the Barrier Breaker grant has significantly been reduced over the last five years – by approximately 70%. The Intercity Transit grant allows us to purchase bus passes at a 50% savings. Barrier Breaker is also used to purchase the students' bus passes.

OCR – Update

Spending 2 ½ - 3 years to complete – Ms. Blum gathered the cost, along with an estimate of materials and labor, that was spent working on the items listed in our OCR audit. We saw great teamwork with the Tumwater School District employees as it related to problem solving to satisfy the auditors. Enclosed is a letter showing all of the requirements have been met.

Capital Projects / Minor Works

With skills centers receiving \$3M as part of the recent State budget, New Market received approval for five of its projects. Due to a year-gap in receiving estimates to the approval, we know there will be inflationary dollar amounts. We understand, from OSPI, that if there is a dollar amount difference between the actual cost and the amount awarded that New Market's Capital Projects fund may be used to offset the difference. Ms. Blum will confirm whether completing four projects, using the money awarded for five, may be an option. She is scheduled in the next week to meet with The Robinson Group, who will put together the list of Minor projects for the 2019 - 2021 Biennium. Council Member Bash shared the news he received from Tumwater School District's Capital Projects Mel Murray that New Market received a pretty good win, as compared to other skills centers. He stated, "We were awarded a lot and should feel good that we are a top priority".

Summer School - Update

Summer school planning has begun. CTE directors were given a list of last summer's program offerings for feedback. New Market staff is meeting next week with the CTE directors from the districts who send the majority of students - North Thurston Public Schools, Olympia School District, and Tumwater School District. The discussion

will be based on summer programs that could be offered that would feed into the students' home schools in the fall. If we choose to offer satellite options, we will need to submit documentation to OSPI.

Financial Update: Enrollment, Financial Report

Ms. Blum discussed the increase, in FTE, that skills centers received this year. If no changes are made in legislation, we will see a drop for the 2018 – 2019 school year.

Mr. Bradshaw handed out a report that was updated this morning. The reason revenue shows a decline is due to our 'running average FTE' change to our 'actual FTE' which is calculated in January each year. We are running a profit as compared to this time last year. Our 2nd semester count was this past Tuesday and with a couple of our large sending districts' 2nd semesters not beginning until Monday, we will possibly see a small drop in FTE for February.

Mr. Bradshaw also handed out a 17-18 Slot Assignments' sheet allowing the Council Members to see the comparison of what was approved last year versus what they are being asked to approve for the 18-19 school year.

Council Member Bash stated the Slot Assignments Agreement does not include summer school which will be factored in prior to any payments, by consortium districts, are needed to be made.

Discussion concluded and moved to an Action Item.

School Improvement Plan

Ms. Blum, adding additional data to Ms. Jaudon's earlier report, discussed the enclosed *Tumwater School District, 2017-18 School Improvement Plan, New Market High School and Skills Center, Goals and Strategies*. The majority of students leave New Market because they do not find success. She reported that staff has been working hard on the SIP and the enclosed reports reflect this work.

Discussing the concern of the upcoming 24 credit graduation requirement, and how New Market can help students be successful, Ms. Blum shared the comparison between skills centers and their equivalency crediting processes. She recommended following Tumwater School District's Policies and Procedures for approval.

Discussion concluded and moved to an Action Item.

PERSONNEL REPORT

Resignations

Nicol Stevens, RN – Professional Medical Careers

Norman Alison, LPN – Professional Medical Careers

New Hire

Megan Ritchie, LPN – Professional Medical Careers

Ms. Blum reported the new hire is a "rehire" who left at the beginning of the 2018-2019 school year. Megan Ritchie, LPN, had worked in the program for the previous three years. With two applicants for the RN, Program Director position, we offered the job to an individual today.

ACTION ITEMS

Approval to Negotiate Summer School Business Contracts

Council Member Bash moved and Council Member Clemens seconded to approve the request to Negotiate Summer School Business Contracts.

Approval to Assess a \$10 Administrative Charge for Refunding a Summer School Program Fee

Due to the extra work on the New Market front office and Tumwater School District fiscal office staff to refund revenue, Ms. Blum is requesting a \$10 fee be charged for this service.

Council Member Bash moved and Council Member Clemens seconded to approve the request to Assess a \$10 Administrative Charge for Refunding a Summer School Program Fee.

Permission to Request 8th – 11th Grade Students' Home Addresses from Consortium Schools

There was a discussion around the annual request for permission to gain home mailing addresses for the purpose of sending out summer school information to 8th – 11th grade students. Council Member Clemens suggested that data sharing move forward so that this request does not need to be approved each year.

Council Member Clemens moved and Council Member Fry seconded to approve the request for 8th – 11th Grade Students' Home Addresses from Consortium Schools and to data share in the future with this request no longer needing to be approved by the Administrative Council.

Approval to Negotiate 2018 – 2019 Business Contracts

Council Member Fry moved and Council Member Wharton seconded to approve the request to Negotiate 2018 – 2019 Business Contracts

2018 – 2019 Program Fees

Council Member Bash moved and Council Member Murphy seconded to approve the 2018 – 2019 Program Fees.

Change in New Market Skills Center's Equivalency Process

Council Member Clemens moved and Council Member Wharton seconded to approve the Change in New Market Skills Center's Equivalency Process by following Tumwater School District's Policies and Procedures.

2018 – 2019 Slot Assignments

The 2018 – 2019 Slot Assignments were approved, unanimously, via email, with the last vote received February 9, 2018.

COUNCIL MEMBER COMMENTS

Council Member Bash 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.

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*