

NEWMARKET SKILLS CENTER

NEW MARKET SKILLS CENTER Administrative Council Minutes December 2, 2017

REGULAR ITEMS:

Call Regular Meeting to Order

Council Chair Joe Belmonte called the meeting to order/flag salute at 11:13 AM

Administrative Council Members Present: Chair Joe Belmonte, Bryon Bahr, John Bash, Deb Clemens, Kim Fry, Patrick Murphy, and Brian Wharton

New Market Staff Present: Kris Blum

Scribe: Colleen Bonner

Guests: 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

This agenda was accepted as presented

Council Member Bash 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:

December 1, 2017	March 23, 2018
February 2, 2018	May 18, 2018

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

EXECUTIVE DIRECTOR'S REPORT

Staff and Student Kudos

Criminal Justice – Community Service

Culinary Arts – Letter from Deli Customer

Ms. Blum shared the enclosed kudos' letters to show some of the good works happening at New Market.

Counselor Connection Attendance

As the attendance has been declining at the monthly Counselor Connection meetings, Ms. Blum sent a Survey Money to the participants asking whether a better day or time would be easier for these busy folks to make it to the meetings. With 70 counselors receiving the survey, we received 20 responses. CTE Directors have suggested possibly a webinar, or another way to disseminate the information, in lieu of the face-to-face meetings. Ms. Pablo mentioned the 45 minute drive, each way, from Yelm Community Schools to New Market becoming a burden when added to the counselors' time away from their buildings. Ms. Blum shared that the #1 way students hear about New Market is from their friends, and the 2nd way they hear about New Market is from their counselor. Council Member Bash suggested a "rep" from each school or district attend so that it doesn't deplete the buildings of counselors. Council Member Clemens suggested Ms. Blum attend the counselors' meetings which would allow them to stay on their own campuses. Ms. Blum currently sends the Counselor Connection agendas, and minutes, to CTE directors, counselors, and principals. She will include the superintendents going forward.

TSD Board / NMSC Administrative Council Presentation

Recently, Ms. Blum presented to the Tumwater School District Board of Directors and was asked, by Council Member Bash, to share the presentation with New Market's Administrative Council. Council Member Bash added that Tumwater School District's board was particularly interested in programs that have equivalency credit available.

With Council Member Murphy's arrival at 11:30 AM, Chair Belmonte interrupted the meeting to welcome him and to introduce those in the room.

Ms. Blum discussed each of the slides:

Making note that the AAFTE 2017-18 figures are up-to-date through November. She discussed the changes in FTE reporting for the YouthBuild program, during their Mental Toughness portion. YouthBuild brings in 60 students to participate in Mental Toughness for a three week program, in September, which allows us to claim these students at a 1.0 FTE. Only 32 will ultimately be accepted into the program, and at that time they go from a 1.0 FTE to a .6 FTE for CTE. Once transitioned from a 1.0 to a .6, students are then reported for an additional .6 at New Market High School.

With the distance of some of our schools, and transportation not being available, we use the FTE Summer School Enrollment by Consortium Districts' information to help us decide whether it would be worthwhile to have satellite summer programs.

The Program of Study for Each Program slide helps New Market instructors to understand the difficulty for students to attend a CTE program as they are now needing 24 credits to graduate.

Ms. Blum discussed the recent Changes in Programs at New Market whereas because most schools offer a robust Digital Media Communication program, we went from two-sessions a day, to one-session a day, to canceling the program. Changing the name of our Computer Hardware & Networking Program to Cyber Security has been successful with seven or eight students enrolled last year to currently having approximately 18 in each session. With the low enrollment in the Business Academy program we chose to change it to Small Business Start-Up. WSECU, the contractor, is supportive and sending people in to lecture and participate in the classroom. Enrollment is increasing. Firefighting and EMS Careers I exciting and fairly full.

The School Improvement Plan is now broken down into three goals with outcomes. Tumwater School District asked that it align with their goals, which also align well with the other consortium districts. Council Member Bash reminded the Council Members that they had been asking, for the past two years, for measureable goals. He feels this is a demonstration of the progress being made and thanked Ms. Blum for her work.

Marketing – There was a discussion around the current, and new, marketing activities. Council Member Murphy discussed the conflict he has with sending students to New Market as it is not in alignment with Olympia School District’s goals. He explained that he first wants to serve students, in his district, at his schools. He believes the important “piece” is the counselors. They know what the best avenue is for their students. Ms. Blum discussed the differences between a CTE program at New Market VS a CTE program at a comprehensive high school: New Market offers 540 hour programs and, using Culinary Arts as an example, she went on to explain how the instructors are professional chefs and that the students get the opportunity to work with the public. She feels that if a student is passionate about this pathway, that New Market is a great place for them to be. She, and Council Member Murphy, agreed that the counselors are the ones needing to express these differences to the students.

Financial Update: Enrollment, Financial Report

Ms. Blum explained the overall decrease in the budget was due to the buy-down, previously approved by the Administrative Council. The reports reflect New Market High Schools switch to Tumwater School District. With 359 FTE budgeted, we are currently at 350 FTE. We have consortium districts’ lunch visits on our calendar and we have begun planning for 2nd semester.

SCHOOL IMPROVEMENT GOALS AND STRATEGIES

New Market Skills Center SIP Goals and Strategies

Ms. Blum gave a brief synopsis on each of the categories listed on the report:

Goal 1: NMSC will decrease the number of students failing grades by 20% from each mid-term grading period to the end of the semester.

1a: This is a continuation of the work that the Skills Center has been doing.

1b: This is new and we are now regularly looking at data.

Goal 2: NMSC will improve student attendance by reducing the number of unexcused absences by 10%.

2a: New Market is unique as we have students who do not attend school due to activities at their sending schools. We are concentrating on absences we can control. An auto generated email, through Skyward, goes out on Fridays that sends attendance to the counselor and/or principal, whomever has requested the information.

2b: Teachers are incorporating rubrics with student self-evaluations.

Goal 3: NMSC will increase student enrollment by 10% campus-wide over the budgeted 359.72 by the end of the school year.

3a: Staff Leadership Team is currently working on ways to reduce the number of students leaving to go back to their sending schools. Dealing with mental health issues and homelessness, we are creating our own lesson plans starting with a book study. This will include awareness of stereotypes and biases.

3b: We are excited about the proposal received from the ESD113 and what they can do to help New Market re-brand itself.

3c: We have brought trainers in from the Southern Regional Education Board “SREB” who are developing curriculum for Ms. Blum and a Site Leadership team member to deliver to staff.

There was discussion around notifying home schools and students’ attendance offices. Council Member Bash asked Ms. Blum to send a list of employees, at each school, who are receiving the attendance notifications. He also asked the Council Members if they have any added strategies and/or action plans to please notify Ms. Blum.

ACTION ITEMS

ESD Communications Audit – To be Distributed at the Meeting

The Consortium Codes List spreadsheet was included in the Council Members’ binders. As part of the SIP Plan, Ms. Blum reached out to the ESD 113’s communications officer and received the enclosed Re-branding proposal. She believes there is a perception gap and would like to find a way to close it. With

great things happening here on our campus, why aren't the students coming? These are a couple of the questions we are looking for answers to. Previously known as Clark County Skills Center, with a name change to Cascadia Technical Academy, recently went through a re-branding with the help of the ESD 112 and have seen positive results going from low enrollment to being a robust skills center.

With discussion around the need for more vetting, a different web platform, and concrete deliverables, the Council Members approved a partial expenditure not to exceed \$10,000. Ms. Blum will bring further information to the next Administrative Council meeting.

Council Member Murphy moved and Council Member Bash seconded to approve the ESD 113's New Market Skills Center Re-branding Proposal.

Long Range 10 Year Plan

With the help of Tumwater School District's Mel Murray, the Long Range 10 Year Plan is submitted to OSPI every two years. This is a document that allows skills centers to apply for minor works funding.

Council Member Bash moved and Council Member Clemens seconded to approve the Long Range 10 Year Plan

With corrections being needed due to inconsistency of the numbers on the documents enclosed, Council Member Bash proposed an amendment to the approval. It was decided the Council Members will approve the report giving Ms. Blum the authority to review for the information consistency and to update the enrollment numbers. Chair Belmonte cited the approval of the Long Term 10 Year Plan with the modification of the spreadsheets showing the updated enrollment and cost estimates, on both documents, being consistent with each other.

COUNCIL MEMBER COMMENTS

Council Member Clemens feels that after winter break is the right time to begin looking at what programs will be offered in the 2018-2019 school year.

Council Member Bash reminded the Council Members that the budget will be brought before them in February. He also welcomed Steve Rood, Olympia School District CTE Director, stating "they are lucky to have you".

Council Member Wharton requested the February 2, 2018 Administrative Council meeting be held at Tenino School District office immediately following the Thurston County Superintendents' meeting.

ADJOURNMENT

The meeting adjourned at 12:48 PM.