

**NEW MARKET SKILLS CENTER  
Administrative Council Minutes  
October 18, 2024**



**REGULAR ITEMS:**

**Call Regular Meeting to Order**

Chair Kevin Bogatin called the meeting to order at 11:05 AM  
Meeting Location: New Market Skills Center – Derek Lohmeyer Lecture Hall

Administrative Council Members Present: Kevin Bogatin, Lisa Grant, Patrick Murphy, Chris Woods, Tani Houk – Tenino CTE Director for Clint Endicott, Brad Hooper – North Thurston Public Schools CTE Director for Troy Oliver, and David Rutherford – Napavine CTE Director of Shane Schutz

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: Laurel Ponzoha – NMSC Student Support Services

The agenda was unanimously approved.

**APPROVAL OF CONSENT AGENDA:**

**Administrative Council Minutes – May 10, 2024**

**August Update – August 29, 2024**

**South Sound Council Meeting Minutes – May 16, June 20, September 19, and October 10, 2024**

**Skills Center Directors’ Meeting Minutes – May 14 and June 11, 2024**

**Student Appreciation Note – SkillsUSA Nationals**

**New Market News – September and October**

**Donation**

**Surplus – Medical Programs’ Supplies and Ford Ranger**

Council Member Grant motioned and Council Member Woods seconded the approval of the Consent Agenda. This motion was approved by unanimous vote.

**EXECUTIVE DIRECTOR’S REPORT**

Chair Bogatin opened the meeting letting the Council Members know that it is the intent to welcome in or visit a program at each meeting. This meeting he is looking forward to a visit to the NM School of Cosmetology classrooms. Mr. Ishler talked about the program’s evolution over the last couple of years. Since moving the program to the NM campus, we have discovered that the building is at its capacity for electrical use.

## EXECUTIVE DIRECTOR'S REPORT – Continued

### 2024-2025 School Improvement Plan

Discussing the attached 2024-2025 School Improvement Plan, Mr. Ishler added that he feels “discipline” isn’t as much of a concern to have added it to the Plan.

Goal 1: NMSC will reduce unexcused absences from the 2023-2024 rate of 5.77% to 4.0% for the 2024-2025 school year.

Making progress around attendance last year, yet just not getting to where he would like it, Mr. Ishler kept it in the Plan as to continue working toward our goal.

Goal 2: NMSC will improve student retention rates from 87% to 92% for the 2024-2025 school year.

Mr. Ishler plans to work with programs to determine why a student decides to leave New Market. He would like to work with those that have decided to leave due to a reason that may possibly just require additional student support.

Goal 3: Student success rate will increase from 91% to 95% with no statistically significant difference between rates for students with or without accommodations.

Mr. Ishler’s goal is to see no difference between students with accommodations as compared to those with no accommodations.

### Professional Development Plan and Schedule:

- Ongoing training for staff throughout the year.
- Focus on training for the Danielson framework, especially for new staff without prior teaching experience.
- Vector training is also included.
- *Neural Ed*, which is the group that presented last year will return this year to provide training as it pertains to recent brain research. Cascadia High School will be participating in these trainings.

### Program Development & Publicity Summary

- 2024-2025 Medical Assistant Program
  - Apprenticeship Consortium & CiHS Courses:
    - The Medical Assistant program is set up as a registered apprenticeship with 21 college credits available through “College in the High School”.
    - There is an MOU with the healthcare apprenticeship consortium, pending financial evaluation. If costs are too high, the program may not proceed.
    - Questions were raised around student interest and qualifications; only students who meet the criteria will be eligible.
    - This is a 2,000-hour apprenticeship for graduating students who will join the healthcare field. Juniors can participate in their senior year.
- Construction Trades: Pre-Electrical
  - 3rd Session Discussion:
    - Last year, a potential third session was discussed based on enrollment. Consideration is being given to a pre-electrical focus within the construction trades program.
    - A survey indicated 35 counselors (40% of the consortium) showed interest, highlighting demand.
    - Space issues were identified, but there is potential for a rotation among classes if logistics can be managed.
    - Feedback from Council Member Woods suggested a clear need for this program, though limited offering times could be a challenge.

- **EXECUTIVE DIRECTOR'S REPORT – Continued**

- Mr. Hooper raised concerns about the time of day of the 3<sup>rd</sup> session and transportation logistics for students. Mr. Ishler agreed that a third session might be difficult to fill, however, could be piloted if it compliments existing sessions.
- Chair Bogatin requested Mr. Ishler prepare a proposal detailing options for the potential third session, including logistics and student impact.
- Olympia School of Advanced Skincare
  - Program Addition:
    - A new pathway has been added to the cosmetology program, with a dozen students engaged for approximately 25 hours per week.
    - This initiative was developed in response to requests from counselors and operates under the same SIP code as the existing cosmetology program.
  - Youth Leadership Thurston County – Thurston Talk Article
    - Program Overview:
      - This program evolved from the Leadership Thurston County initiative, offering an immersion day once a month for adults, covering topics like government and business.
      - A student version was created, featuring tailored activities for summer programs with visits to 3-5 locations each day. This first summer launch was highly successful.
  - NM School of Cosmetology Tour
    - Walking Tour:
      - The group took a walking tour of the NM School of Cosmetology to explore the program further.
    - Feedback:
      - Mr. Hooper noted it was a great experience and enjoyed seeing the program in action.

#### **Fall Counselor Breakfast**

- Event Details:
  - 35 counselors attended our Fall Counselor Breakfast, primarily those who participated in the pre-electrical survey.
  - The event facilitated improved communication with counselors and was the first since the COVID pandemic. A January CTE Counselor Workshop will continue as it has since 2023.

#### **2023-2024 CTE Student Support Services Specialist Report**

- Laurel Ponzoha's Role:
  - Ms. Ponzoha provided a summary of her support role, highlighting its value in reducing the number of students falling through the cracks. She shared that she is in regular communication with our sending school counselors.
  - Discussions on high school and beyond support roles are ongoing, with Ms. Ponzoha seeking ways to assist students, especially regarding resume help and emotional support.
  - Many students are experiencing anxiety related to personal circumstances and academic pressures which brings a need for communication and support as students navigate challenges.

#### **Capital Projects**

- Updates on Minor Works:
  - Building D has been upgraded with new LED lighting, nearing completion.
  - Building C received a new dust collector, with adjustments made to lesson planning during installation.
  - New washbowls were installed in B6.
  - An electrical update is needed for the cosmetology program, with projected costs between \$450,000 and \$500,000 due to necessary excavation.

## EXECUTIVE DIRECTOR'S REPORT – Continued

- **Discussion:**
  - Council Member Murphy: Asked about available funds. Mr. Ishler: Suggested using General Fund (GF) or transferring funds from GF to Capital Projects (CP). Current GF stands at over \$2M, with 50 additional FTE over budget.
  - Seven projects have passed Minor Works, with the largest being the \$700K replacement of the paint booth in CRT, which is dependent on legislative funding.
- **Motion:**
  - Council Member Murphy motioned to approve the electrical augmentation with the understanding that all priorities will be reviewed and reported back in December. Council Member Woods seconded the approval. This motion was approved by unanimous vote.

### Enrollment Reports:

- By District and Student Headcount by Program
  - The Council Members reviewed the enrollment reports showing a nice trajectory and spread of students across programs in virtually every program.

### Financial Reports:

- The electronic version of the Financial Report for the Month of September sent out Monday did not show the September apportionment. An updated report is in the binders.
- The proposed \$203,000 buydown intent remains unchanged due to exceeding the proposed budget.
- With 470 FTE budgeted, we are currently at an annual average of 521.
- Council Member Murphy praised the positive trajectory.

### Personnel Updates

- **New Hires:**
  - **Gordon Phillips (Campus Supervisor):** Retired Captain from the Thurston County Sheriff's office.
  - **Cami Burrow (Medical Assistant Instructor):** Nationally certified and replaces Remeca Norwood from Foot & Ankle Surgical Associates.
  - **Natalie Noonan (Veterinary Assistant Instructor)**
  - **Estela Iwinski (Cosmetology Instructor; Bilingual)**
  - **Rachel McPherson (Cosmetology Instructor)**
  - **Ena Robinson (Cosmetology Instructor):** A regular participant at Paris Fashion Week, owns a salon in Federal Way.

### Grants

- **I-CAR Academy License:** \$1,200 allocated to the Collision Repair Technology program.

### Informational Items

- **Career & College Fair (November 19, 2024):**
  - We are looking forward to this event as last year's was successful with high student engagement.
- **Thurston Chamber Find Your Future (April 12, 2025):**
  - New Market has been asked to host this event again in the spring.
- **May 9, 2025 Administrative Council Meeting:**
  - Proposed time change to begin the May 9, 2025 Administrative Council meeting to 10:00 AM. Council Members agreed to the meeting time change.

### Counselor Handbooks

- For Council Members' information, Mr. Ishler distributed handbooks that were given to counselors and discussed their contents.
- Counselor members were interested in knowing whether they had counselors participate in the breakfast. Mr. Ishler was able to confirm all those who attended.

**Council Member Comments:**

- **Future Meeting Topics:**

- December: Dog wash session for pets.
- Council Member Murphy requested post-graduate data on students' progress and career outcomes. He is interested in comparing higher education and trade school success rates.
- Mr. Ishler commented on our enrollment vs staffing ratio stating we are lightly staffed.

**Adjournment:**

- **Time:** 12:35 PM