

Approved by the Administrative Council
December 12, 2025

NEW MARKET SKILLS CENTER
Administrative Council Minutes
October 17, 2025



REGULAR ITEMS

Call to Order

Chair Kevin Bogatin called the meeting to order at 11:01 AM and informed the Council Members that he will be leaving at noon and asked Council Member Bethman to chair for the remainder of the meeting.

Agenda Discussion/Approval

Council Member Bethman moved to approve the agenda as presented. The motion was seconded by Council Member Nelson and carried unanimously.

Introduction of Board, Guests/Audience

Administrative Council Members Present:

Chair Kevin Bogatin, Bryon Bahr, Jennifer Bethman, Clint Endicott, Lisa Grant, Paula Perryman – Olympia School District’s CTE Director for Patrick Murphy, Thad Nelson, Troy Oliver, Rich Staley, and Gretchen Maliska - CTE Director, Shelton School District for Jessee Wyeth.

CTE Directors: Carissa Folgner, Centralia School District and Brad Hooper, North Thurston Public Schools

New Market Staff Present: Matt Ishler, Chris Bradshaw, and Laurel Ponzoha

Scribe: Colleen Bonner

Public Comment

No public comments were received.

APPROVAL OF CONSENT AGENDA

The following items were approved under the consent agenda:

- Administrative Council Minutes – May 9, 2025
- South Sound Council Meeting Minutes – June, August, and September
- Skills Center Directors’ Meeting Minutes – September 9, 2025
- Items for Surplus

Motion: Council Member Staley moved to approve the consent agenda. The motion was seconded by Council Member Oliver and carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Thanks and Kudos:

- *Gratitude from 2021 Professional Medical Careers' Student* – Mr. Ishler shared the message received from a past Olympia High School/New Market student. In the letter, she conveyed her appreciation to Nurse Megan Ritchie, instructor in our Professional Medical Careers program, for her New Market experience sharing her successes.

Best of South Sound – Trade/Technical Schools

- *Olympia School of Advanced Skincare, who hosts our Master Esthetician program, received the 2025 Gold Best Trade/Technical School award with New Market Skills Center receiving the 2025 Silver Best Trade/Technical School award.*

Youth Leadership Thurston County Summer Program – Recap

- *New Market partnered with Leadership Thurston County during the summer of 2024 to organized a student emersion program taking students out into the community. This past summer, we offered a Business Community & Leadership program on New Market's campus, which was modeled after the adult Leadership Thurston County program. It was a success with a full roster of students and over 140 community members participating by either visiting the school speaking to the students or by joining field trips. Thurston County Chamber President/CEO David Schaffert is excited about the results and interested on how this can be expanded.*

School Vans – Usage

- *Mr. Ishler shared the Van Usage report highlighting two of the many trips His first trip, this past May, was to the North Bend Fire Academy with our Fire Fighting and EMS Careers program and this week our NM School of Cosmetology students went to a job fair hosted by Centralia Beauty College.*

Capital Projects Minor Works – Building B Electrical Final and Summer 2026 Projects

- *The Building B electrical upgrade project is complete. We added power to each of the 16 salon chairs and stations. We will receive funding for our upcoming Minor Works' projects to include an update to the Alexander Room, a paint booth in the Collision Repair Technology shop, exterior campus lighting, security cameras, and new classroom projectors. With a 400+ apartment complex coming in next to the campus, which will take a bit of our driveway and where the developer is only required to do a limited amount, Mel Murray is researching what the cost will be for us to finish our side with sidewalks, etc.*

2024-2025 CTE Student Support Services Specialist Report

- *Sharing the report on student support for the 2024-2025 school year, Laurel Ponzoha emphasized wanting to work toward making the career planning and scholarship help portion of her job more robust this year.*

Support Requests: Academic Support EA/ESD Mental Health Contract

- *There was a discussion around the need for an ESA or mental health expert on our campus. Mr. Ishler spoke of the possibility of working with the ESD – who believes they may be able to cover 50% of an approximate \$100,000 salary for an 80-day full time position – with New Market to pay the remaining \$50,000. Questions/comments raised by the Council Members:*
 - *Where are the funds from the ESD coming from – there may be strings attached.*
 - *New Market has the budget capacity and would not necessarily need to partner with the ESD. The council suggested that Mr. Ishler explore other options and bring information back to the council at the next meeting.*
 - *Academic achievement data similar to what has been shared at a previous meeting would be helpful in determining need for academic EA.*
 - *An organizational chart of NMSC showing the structure would be helpful.*
 - *Reaching out to other skills centers to determine what their staffing models look like for career support, including WBL, apprenticeships and overall pathway development.*
 - *There is an interest in discussing a regional model for such activity.*

2025-2026 School Improvement Plan

- *Sharing the statistics from the OSPI State Target Table, Mr. Ishler is very proud of the Four-Year Graduation Rate and the growth in the Non-Traditional Programs Enrollment. He would like to see the Attained Recognized Post-Secondary Credential numbers rise. Mr. Ishler discussed the goals listed in the School Improvement Plan.*

Enrollment Reports

- *We are about 10% above our 510 budgeted FTE. DigiPen's Video Game Programming and our new Barbering programs were the only classes without a waitlist. At one point this fall, everything was full. Building C (Auto, Collision, Construction Trades, Diesel & Marine Technology) typically have the highest number of waitlists.*

Financial Reports

- *The building B electrical project will come in just under \$500,000. We have paid \$400,000 with \$100,000 remaining encumbered. Our fund balance is a little higher than last year. Summer school was successful. We continued working with consortium districts on satellite programs and this year it included a Restoration Ecology class offered at Onalaska High School. There is a strong possibility that we will not hold a campus-wide summer program in 2026 due to the work on the minor works' projects (paint booth and the Alexander Room) along with the new adjacent apartment complex construction.*

Chair Bogatin left the meeting at 12:10 PM.

TSD Request for Renegotiation of Host District Agreement

- *At the request of New Market Administrative Council Chair and Tumwater School District's Superintendent Kevin Bogatin – the 2017 Amendment to Agreement for Cooperative Management Services Between Tumwater School District and New Market Skills Center is enclosed for review. The last signed version is now eight years old. Circumstances have evolved so Superintendent Bogatin is requesting the agreement be renegotiated.*

Mr. Ishler summarized the details and history of the agreement for the council to the best of his knowledge, as it predates his tenure at NMSC. Councilmembers suggested:

- *a third party be enlisted to negotiate an update while eliminating any potential conflicts of interest (ESD 113 Superintendent Flip Herndon was suggested)*
- *that the update be included in the consortium agreement rather than kept separately.*

Programming

- *Pre-Electrical*
 - *We started day one of this new program with a student waitlist of about 20 students in each the AM and PM classes.*
- *Barbering*
 - *Responding to the need from counselors, we started the Barbering class as part of the NM School of Cosmetology program. We had 14 students enrolled during the summer with seven no-shows on day 1. We are now down to three students. Understanding this is not sustainable, Mr. Ishler will keep the Council Members updated.*
- *Planning for the Future*
 - *Asking the Council Members how involved they would like to be in planning for future programs, Mr. Ishler was directed to continue as he has been bringing the information to the meetings.*
 - *Port of Olympia/Glacier Aviation: Aviation Ground School*
 - *Mr. Ishler shared that New Market was contacted by the Port of Olympia and also Glacier Aviation separately over the summer about launching an aviation ground school program. He met with each separately and shared information he has received from them about options for offering such a program. Although this would be a great opportunity, he does have concerns with the cost for students to continue the program once they leave high school. Council Member Bahr shared about a new aviation program recently launched in the Peninsula S.D. and will get contact information to Mr. Ishler for the Peninsula High School instructor – so the two of them can discuss his thoughts on this topic as they are running a successful program.*

Personnel Report

- Retirement
 - *Stephanie Tocher – Work Site Learning Instructor*
 - *Mr. Ishler is working with WSECU to find a replacement for Ms. Tocher.*
 - *Sara hooker – Barbering Instructor*
 - *Kevin Showalter – Pre-Electrical Instructor*

Informational:

- *New Market Skills Center Foundation – Enterprise Mobility Grant - \$12,500*
 - *This grant money will be used in our Collision Repair Technology program.*
- *Future of Work – Update*
 - *We had 17 students and instructors attend the Thurston County Chambers’ Future of Work event at Saint Martin’s University.*
- *College & Career Fair – November 20, 2025*
 - *We will be a very busy campus on November 20 hosting the College & Career Fair. Mr. Ishler invited the Council Members and CTE directors to stop by if their schedules permit.*

COUNCIL MEMBER COMMENTS

There were no Council Member comments.

ADJOURNMENT

The meeting was adjourned at 12:57 PM.