New Market Skills Center

Administrative Council Minutes

February 13, 2026

Call to Order / Flag Salute

The meeting was called to order at 11:03 AM, followed by the Flag Salute.

Agenda Discussion/Approval

Council Member Endicott moved to approve the agenda which was seconded by Council Member Nelson and carried unanimously.

Those in Attendance:

Chair Kevin Bogatin, Jennifer Bethman, Clint Endicott, Patrick Murphy, Thad Nelson, Rich Staley, Chris Woods, Carissa Folgner – CTE Director, Centralia School District for Lisa Grant, Brad Hooper – CTE Director, North Thurston Public Schools for Troy Oliver, Gretchen Maliska - CTE Director, Shelton School District for Jessee Wyeth, and David Rutherford – CTE Director, Napavine School District for Shane Schutz

CTE Directors: Paula Perryman, Olympia School District

Guests: Zack Belman from Lacey Collision Center and Rick Conley from Olympia Collision Center

New Market Skills Center: Matt Ishler, Chris Bradshaw, and Laurel Ponzoha

Scribe: Colleen Bonner

Approval of Consent Agenda

Items included:

- Administrative Council Minutes – December 12, 2025
- South Sound Council Meeting Minutes – December 18, 2025, and January 15, 2026
- Skills Center Directors' Meeting Minutes – January 26, 2026
- Negotiation of Summer 2026 and 2026–2027 School Year Business Contracts
- Donation

Council Member Bethman moved to approve the agenda which was seconded by Council Member Endicott and carried unanimously.

Executive Director's Report

Program Kudos

Professional Medical Careers (PMC) – Blood Drive
The blood drive saw 33 registered donors participate, including 16 first-time donors. The program has collected 64 donors total for the year. The Healthcare Pathways program continues to take pride in this accomplishment.

Navy JROTC – Annual Area Manager's Inspection
The program completed its third annual unit inspection which was led by Cadet officers. Congratulations were extended to the recruits and MSgt Calica. The unit has been active in presenting colors at events. Due to their participation in New Market's program, a student has enlisted and will begin service at the rank of E-3 rather than the typical E-1, providing increased pay and advancement opportunity.

Diesel & Marine Technology Program Tour
The Council Members toured the Diesel & Marine Technology program's classroom and shop. Students were just arriving due to conference week in Tumwater School District, resulting in temporarily lower attendance.

New Market Foundation Leadership Change & Bylaws

Mr. Ishler informed the Council that Joe Kinerk stepped down from the Foundation and expressed his appreciation for the years of service Mr. Kinerk has given to New Market. Zach Belman from Lacey Collision Center and Rick Conley from Olympia Collision Service, both former students, are assisting the Foundation with leadership and our programs' advisory support.

Mr. Belman provided an outline for :

- The desire to strengthen support systems for students.
- Their review and alignment of bylaws (originally adopted in 2010).
- The need for more consistent membership and fewer vacancies (originally nine appointed members).
- Continued support for SkillsUSA competitions, Try-a-Trade events, and student assistance where funding gaps exist.
- Infrastructure improvements, noting some facilities and equipment date back to 1986.

The Foundation is working to realign with its bylaws and strengthen its direction moving forward.

Program Development

Aviation Program Update

Mr. Ishler provided an update on the development of the Aviation Program, following prior to Council approval to proceed with the planning process. Administration is seeking a broader aviation model rather than a pilot-only program. This will be in part with the Museum of Flight, Seattle. The Port of Olympia has expressed interest in hosting the program; however, zoning considerations within the City of Tumwater may impact feasibility. A feasibility study from the Port is pending. The FAA has not expressed concerns at this time. If the Port site is not feasible, the program may be located on the New Market campus.

Capital Projects – Minor Works

- Exterior lighting and camera upgrades are in process.
- The Collision Repair Technology paint booth upgrade is scheduled for spring/summer (June–September).
- Alexander building "fit and finish" upgrades underway; lighting fixture delays may extend completion until November.
- Bid processes are ongoing.

2025 Audit – New Market Skills Center / Tumwater School District

The audit required documentation of programs of work, teacher certifications, advisory minutes, and related compliance materials. The audit was completed successfully with positive results.

Enrollment Reports

- Student headcount by districts and programs reviewed.
- Projected year-end FTE estimated at 540–550, if current trends continue.

At 11:50 AM, Mr. Ishler was not feeling well and Mr. Bradshaw assumed reporting responsibilities.

Financial Reports (September–January)

Financial reports were distributed at the meeting. Mr. Bradshaw noted that some reconciliation is occurring with Tumwater School District, possibly related to the transition from Skyward to Qmlativ.

2026–2027 Slot Assignments

Slot assignments remain consistent with the previous one to two years.

Grants

Carl D. Perkins Grant – $68,661
Funds from the Carl D. Perkins grant will support SkillsUSA participation across most programs.

Collision Repair Education Foundation (CREF) School Benchmark Grant – $5,000
The CREF School Benchmark grant funds will be used to purchase MIG welders in the Collision Repair Technology program.

Informational Items

- **2026–2027 Registration Counselor Kickoff (February 4, 2026)** – Counselors enjoyed breakfast while receiving updates on the 2026-2027 schedule and programs.
- **Program Exploration Night (February 12, 2026)** – Approximately 450 attendees.
- **2026–2027 Registration Opens (February 17, 2026)** – Anticipated 1,000+ applicants. VIP early registration opportunity provided to returning second-year students.

Upcoming Administrative Council Meetings

- March 20, 2026
- May 8, 2026

Council Member Comments

Standing Question: Future Meeting Topics
Chair Bogatin expressed interest in touring the First-In Training and Education “FITE” Fire Fighting and EMS Careers program during the March meeting.

Adjournment

Meeting adjourned at **11:59 AM**.