



**NEW MARKET SKILLS CENTER
Administrative Council Minutes
May 19, 2023**

REGULAR ITEMS:

Call Regular Meeting to Order

Chair Carole Meyer called the meeting to order at 11:01 AM
Meeting Location: New Market Skills Center – Derek Lohmeyer Lecture Hall

Administrative Council Members Present: Carole Meyer, Bryon Bahr, Jennifer Bethman, Clint Endicott, Lisa Grant, Bryan Wharton, Brad Hooper for Deb Clemens, Gretchen Maliska for Wyeth Jesse, and Paula Perryman for Patrick Murphy

New Market Staff Present: Matt Ishler and Chris Bradshaw

Scribe: Colleen Bonner

Guests: There were no guests in the audience.

Council Member Wharton moved and Council Member Bahr seconded the Agenda as presented.

CONSENT AGENDA:

Administrative Council Minutes – March 24, 2023
South Sound Council Meeting Minutes – April 20, 2023
New Market News – April/May
Next Meeting Dates:

October 13, 2023 December 8, 2023 February 9, 2024 March 22, 2024 May 10, 2024

Shelton School District Representative Maliska moved and Council Member Grant seconded the approval of the Consent Agenda.

EXECUTIVE DIRECTOR'S REPORT

Construction Trades – Parent Letter – 2023 NM and River Ridge High School Graduate
Criminal Justice – Success Story – 2020 NM and Capital High School Graduate
Navy National Defense Cadet Corps. – Success Story – NM and Cascadia High School Student – USMC
SkillsUSA State – Construction Trades, Professional Medical Careers, Video Game Programming

Mr. Ishler shared each of the good news messages we had recently received telling us about the successes of past students and the outcome of the State SkillsUSA competition.

Fall Registration - Update

With almost all programs full in the AM session and ½ of the programs full in the PM session, fall enrollment is at 406 FTE. In comparison – we did not see enrollment this full until August last year. Knowing that PM session tends to be lighter, due to sending schools' bell schedules and transportation, we are considering solutions, such as shortening the mid-day break and including a lunch break during second session. We will continue exploring ways around this issue as many students cannot get in to New Market due to the AM session being full.

Executive Directors' Report, continued

Summer School Registration – Update

Due to planned facility upgrades on our campus, and with enrollment typically light for a 2nd session, we will only be holding one session of summer school this year. We have 320 students currently registered.

Student Achievement Data

Wanting to revisit the conversation around student success and SPED services, Mr. Ishler created the enclosed *NMSC Student Passing Rates* spreadsheet from the last five non-remote semesters. SPED VS Non-IEP students does not show much of a difference in success rates. With this information, Mr. Ishler would like to research this data further before asking for approval to hire a SPED support staff. There was a discussion around what the needs would be, understanding why students need additional support (are they just not turning work in or do they need additional support), and whether this person would need to be full time or could they be part time? Also, could this position be shared with a part time Tumwater School District employee? Mr. Ishler shared that our CTE Student Support Services contractor will be leaving to return to her roots as a college counselor, and the discussion led to the different scenarios replacing this position could lead to.

Core Equivalencies – Medical Assistant and Vet Assistant

Enclosed is an updated *NMSC 23-24 Equivalency Credits* document. Most recently added is consortium-approved ELA to be offered through our Medical Assistant and Veterinary Assistant programs. Also enclosed is the *Certification of Enrollment SUBSTITUTE SENATE BILL 5617* which states that our consortium agreement must include directives outlined in the bill, including the requirement that all participating districts honor equivalencies approved by the host school district and that the host district notify participating schools of approved equivalencies by September 1 of each year. Other requirements contained in the bill were discussed, but pertain to districts rather than the skills center.

Campus Happenings

Black Hawk – Navy National Defense Cadet Corps. – Slide Show

Try-A-Trade – Slide Show

Mr. Ishler shared a slide show of two recent campus activities.

- The Black Hawk event touched on many of our programs' pathways from paramedics to mechanical maintenance and we were grateful to have this experience for our students.
- The Try-A-Trade event was opened to middle and high schools and we had over 300 students, from 15 schools, on campus. The Culinary Arts program served over 600 meals to the students, chaperones, and volunteers.

Year-End Events

Professional Medical Careers – Pinning Ceremony and State CNA Testing

The PMC Pinning Ceremony is scheduled for next week and will celebrate the 34 students who have completed the program with the State CNA testing scheduled for the following week.

Scholarship Ceremony

The New Market Foundation again hosted a wonderful ceremony awarding 27 students with scholarships ranging from \$500 to \$1,500.

New Market High School Graduation - June 7

New Market High School will graduate 33 students this year with the ceremony here on our campus on June 7.

Enrollment Reports

By District

Student Headcount by Program

Program Headcount by District

The Enrollment Reports are included for the Council Members' review. Mr. Ishler shared that the enrollment in the new on-site cosmetology program launching in the fall has caught fire with only three seats still available. We are taking enrollment for 40 students in the AM program and 40 students in the PM program for New Market School of Cosmetology. He believes this may be a testament of how many students missed out in the past in attending cosmetology due to needing their own transportation.

EXECUTIVE DIRECTOR'S REPORT - Continued

Financial Reports

The numbers in the enclosed *Financial Report for the Months of September-April* will rebound a bit as we are expecting grants to be claimed. Of the planned \$200,000 buydown, Mr. Ishler expects we will finish the year on track.

Personnel Report

Career and College Connected Services – Accepted Position Elsewhere

Our CTE Student Support Specialist contractor will be leaving at the end of the school year. The job will be posted as was last year.

Approval Items

SkillsUSA – Out-of-State Travel – Professional Medical Careers

The Professional Medical Careers instructors and student will be traveling to Atlanta, GA in June to compete in the SkillsUSA Nationals competition.

Council Member Endicott approved and Council Member Grant seconded the approval for the SkillsUSA - Out-of-State Travel – Professional Medical Careers.

2023-2024 School Calendar

Following the Tumwater School District for 1st and last days of school and major holidays and breaks, the calendar is included for approval.

Council Member Bethman approved and Council Member Bahr seconded the approval of the 2023-2024 School Calendar.

2023-2024 New Market Skills Center Administrative Council Meeting Dates

The Council Members reviewed the suggested calendar of meeting dates.

Shelton School District Representative Maliska moved and Council Member Bethman seconded the approval of the 2023-2024 New Market Skills Center Administrative Council Meeting Dates.

2022-2032 Cooperative Agreement – Amendment

Mr. Ishler is seeking approval to have the 2022-2032 Cooperative Agreement amended to follow the requirements of Senate Bill 5617 and will send it out to the Council Members for their boards' approvals.

Council Member Bahr approved and Council Member Grant seconded the approval of the 2022-2032 Cooperative Agreement – Amendment.

2023-2024 Budget

With fall enrollment currently at 406 FTE, Mr. Ishler explained that the overall budget was built on 380 FTE and includes the proposal to hire an additional front office support staff to help handle the 40-50% increase in enrollment. He has chosen to take out the SPED paraprofessional for the time being, while he determines the outcome of the CTE Student Support Specialist. It was further discussed that if New Market is unable to find a qualified ESA to replace the outgoing Student Support Specialist, he may modify the job duties to allow for the hiring of a classified paraeducator as a campus support/student liaison. Additional discussion occurred regarding instructional support for all students, rather than only students with accommodations. The council felt either a certificated teacher or paraeducator to provide instructional support (not to exceed 1.0 FTE) would be helpful and approved the addition. A teacher supporting all students would not be required to hold a special education endorsement, perhaps increasing the potential applicant pool. Council Member Wharton expressed his preference that extra staffing be funded as part of general fund buy-down rather than budgeting for additional FTE, which could impact districts negatively in the future if enrollment were to decline. There appeared to be consensus around that thought.

Council Member Wharton approved and Council Member Bahr seconded the 2023-2024 budget with the authority to hire an additional front office support staff, replace the outgoing Student Support Specialist (ESA if possible), and add a certificated teacher or classified paraeducator specifically for academic student support. The two additional positions are not to exceed 1.0 FTE individually.

EXECUTIVE DIRECTOR'S REPORT – Continued

2023-2024 Administrative Council Chair

After a discussion, it was decided Tumwater School District's incoming Superintendent Kevin Bogatin will take on the Chair role for next year's Administrative Council.

Council Member Wharton approved and Council Member Grant seconded the 2023-2024 Administrative Council Chair.

COUNCIL MEMBER COMMENTS

Standing Question: Future Meeting Topics

Council Member Wharton suggests that due to SB 5617 that Mr. Ishler should bring Tumwater School District's Equivalency policies and procedures topic back up in the fall.

Mr. Ishler recognized retiring Council Member Superintendent Brian Wharton and outgoing Council Chair Interim Superintendent Carole Meyer. He, at many times, has referred back to his first conversation with Superintendent Wharton whereas he asked how New Market could better serve Yelm students and he appreciated the discussion. He thanked Interim Superintendent Meyer for her seamless transition over this past year. Council Member Bahr added, "you stepped right in and you took it over". Council Member Bahr also expressed how he will miss Council Member Wharton and how he has appreciated his mentorship. Council Chair Meyer thanked everyone for their welcome to her last year and shared that Mr. Ishler will be representing each of them as he presents next week to the Tumwater School Board.

ADJOURNMENT

The meeting adjourned at 12:01 PM

NON-DISCRIMINATION

The Tumwater School District does not discriminate in any programs or activities on the basis of race, color, national origin, sex, disability, or age and provides equal access to the Boys Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX and Civil Rights Compliance Coordinator, Shawn Batstone, 360-709-7030, shawn.batstone@tumwater.k12.wa.us. Address: 621 Linwood Ave SW, Tumwater, WA 98512. Section 504 Coordinator, Andra Kelley-Batstone, 360-709-7030, 621 Linwood Ave SW, Tumwater, WA 98512, andra.kelleybatstone@tumwater.k12.wa.us.