



**Conway School Board**  
**April 2021 Regular Board Meeting**  
**Meeting Minutes**

Remote Via Zoom  
4/26/2021 07:00 PM

**A. Call To Order**

President Wolfe called the meeting to order at 7:00pm.

**B. Roll Call**

**(Roll Call)**

We continue to operate remotely per emergency proclamation and adjustments to the OPMA (Open Public Meetings Act) rules.

**Roll Call:**

Present:

Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate

Absent:

**C. Additions/Deletions to the Agenda**

No additions/deletions to the agenda.

**D. Communications**

Director Nate Wolfe asked if there were public comments on the proposed Academic and Well-Being Recovery Plan? No audience members indicated a desire to speak. He further stated we would entertain public comments during the discussion of the plan during the action agenda.

No comments from other groups.

**E. Administrative Reports**

**1. Superintendent's report**

Superintendent Cravy shared the following:

Enrollment has declined by one student, but our yearly average is still above budget by one student. A couple of students have registered since enrollment was reported, so the numbers should be up next month.

Our new schedule of all students in-person 4 days a week is working well. We have a new health attestations in the mornings that has greatly sped up our drop off process while still meeting DOH guidelines.

**2. Principal's Report**

Principal Tim Dickinson shared information and a recommendation on the adoption of a new ELL online curriculum subscription. Imagine Learning: Language and Literacy

**3. Financial Reports**

**i. Moody's Report**

Business Manager and Superintendent shared that the school district's Moody's rating improved from A2 to A1. It's basically the school's credit rating when going out for bonds, grants, etc.

**ii. Capital Improvements Assigned Fund**

Discussion on what an assigned fund is and how the board can designate the business manager and superintendent to manage the balance in the account per OSPI accounting rules. The purpose of the fund would be to ensure the district has available funding for up front costs for projects when applying for grants or for immediate use for unanticipated costs.

**iii. Monthly Financial Reports**

The Business Manager shared monthly financial reports with the board.

**F. Consent Agenda - March 2021 Minutes and Voucher Reports for February and March 2021**

**(Vote)**

**Motion:**

Winkes, Ben motioned to APPROVE the "Consent Agenda - March 2021 Minutes and Voucher Reports for February and March 2021".

Hughes, Amy seconded the motion.

**Vote:**

In Favor:

Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate

Not In Favor:

Abstain:

The motion Passed

**1. Board Minutes - March 2021**

**2. Voucher Report (Check Overview) February and March 2021**

**G. Action Agenda**

**1. Resolution 4-2020 Survey of Adjacent School Districts**

**(Vote)**

As part of the state study and survey district's are required to survey surrounding school districts to see if they have room to absorb and consolidate neighboring districts. None of the surrounding districts have the capacity to absorb Conway into their districts.

**Motion:**

Winkes, Ben motioned to APPROVE the "Resolution 4-2020 Survey of Adjacent School Districts".

Melton, Wade seconded the motion.

**Vote:**

In Favor:

Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate

Not In Favor:

Abstain:

The motion Passed

**2. Resolution 5-2020 Accepting State Study and Survey Report April 2021**

**(Vote)**

DLR Group (architect) completed the state study and survey of Conway facilities. This is required every six years and is paid for by OSPI through a grant. The findings in the survey line up with the projects planned through our work with Apollo solutions on the Rural Schools Grant.

**Motion:**

Hughes, Amy motioned to APPROVE the "Resolution 5-2020 Accepting State Study and Survey Report April 2021".

Cowan, Michelle seconded the motion.

**Vote:**

In Favor:

Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate

Not In Favor:

Abstain:

The motion Passed

**3. Seismic Network Placement of Monitoring Station**

**(Vote)**

In partnership with the University of Washington's Pacific Northwest Seismic Network the district will allow the placement of seismic device in the 3000 building. There is no cost to the district and we will have access to the seismic network's data and website for instructional uses.

**Motion:**

Cowan, Michelle motioned to APPROVE the "Seismic Network Placement of Monitoring Station".

Melton, Wade seconded the motion.

**Vote:**

In Favor:

Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate

Not In Favor:

Abstain:

The motion Passed

**4. Curriculum Adoption Imagine Learning Language and Literacy Program (Vote)**

Adoption of Imagine Learning as the new ELL curriculum. This is a subscription service and will be reviewed each year for it's effectiveness through student engagement and assessment of skills.

**Motion:**

Winkes, Ben motioned to APPROVE the "Curriculum Adoption Imagine Learning Language and Literacy Program".

Hughes, Amy seconded the motion.

**Vote:**

In Favor:

Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate

Not In Favor:

Abstain:

The motion Passed

**5. Delegate authority to the business manager and superintendent (Vote)**

Per OSPI financial rules, the board can delegate the authority to assign funds into sub funds for specific purposes. Once the authority is delegated, the approved personnel can transfer funds into an assigned account as needed to maintain a specific balance, or for documented purposes.

The board gives the business manager and superintendent the authority to assign fund balance, and target a total of \$400,000 between that assigned fund balance and the Capital Projects Fund.

**Motion:**

Hughes, Amy motioned to APPROVE the "Delegate authority to the business manager and superintendent".

Melton, Wade seconded the motion.

**Vote:**

In Favor:

Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate

Not In Favor:

Abstain:

The motion Passed

**6. Personnel Report: Semritc retirement and Amanda Cave's Maternity Leave (Vote)**

Debbie Semritc's position will be replaced with an intervention teacher/TOSA, Mrs. Cave will be on maternity leave until January.

**Motion:**

Cowan, Michelle motioned to APPROVE the "Personnel Report: Semritc retirement and Amanda Cave's Maternity Leave".

Hughes, Amy seconded the motion.

**Vote:**

In Favor:

Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate

Not In Favor:  
Abstain:  
The motion Passed

**7. District Administrative Assistant Contract 2021 and beyond (Vote)**

The district administrative assistant does not need a yearly contract. The position follows the same pay, leave, and other benefits as the school administrative assistant. Therefore, the school board approved the continuing contract per these parameters as they do with all classified employees.

**Motion:**

Winkes, Ben motioned to APPROVE the "District Administrative Assistant Contract 2021 and beyond".  
Cowan, Michelle seconded the motion.

**Vote:**

In Favor:  
Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate  
Not In Favor:  
Abstain:  
The motion Passed

**8. John Townsend's out of endorsement assignment in 8th Grade Algebra (Vote)**

**Motion:**

Melton, Wade motioned to APPROVE the "John Townsend's out of endorsement assignment in 8th Grade Algebra".  
Cowan, Michelle seconded the motion.

**Vote:**

In Favor:  
Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate  
Not In Favor:  
Abstain:  
The motion Passed

**9. Resolution 6-2020 Academic and Student Well-Being Recovery Plan (Vote)**

School board reviewed the Academic and Well-Being Recovery Plan for 2021. Per the invitation at the beginning of the meeting, the public was invited to comment. No members of the public indicated a desire to comment. The plan follows along with our school improvement plans that were already in the works to revamp our intervention program, add additional curriculum supports, and move into our next step of Social Emotional Learning Support.

**Motion:**

Hughes, Amy motioned to APPROVE the "Resolution 6-2020 Academic and Student Well-Being Recovery Plan".  
Melton, Wade seconded the motion.

**Vote:**

In Favor:  
Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate  
Not In Favor:  
Abstain:  
The motion Passed

**H. Executive Session**

The executive session will start at 15 minutes with the meeting resuming at 8:38pm.

In accordance with the Open Public Meetings Act the topic(s) listed below will be discussed in executive session. Any action on the topics will take place immediately following the session.

For today's topic(s) there will be action when the meeting resumes.

**The topic of the executive session will be:**

Review the performance of a public employee.

Executive session was extended for 15 minutes at 8:38pm.

Executive session ended at 8:53pm.

## I. Staffing Discussion

(Discussion)

The superintendent discussed the following:

**Projected Enrollment:** 440 (conservative) is our first projection based on our current confirmations from families. It could be as high as 448, but there are still some uncertainties because of COVID-19 and families deciding whether to return to in person school next year.

**Elementary Staffing:** We have reviewed different configurations and with our current 13 elementary staff we can continue to offer a high quality program. If we have additional Kindergarten students join we may have to reconfigure assignments/classes to accommodate. Also, if we drop below the current number of staff for K-3 with our current student load we would be above the average ratio of 17:1, which would impact our K-3 funding.

**Middle School Staffing:** \*\*7 FTE (6+specialist teachers)

- o Middle School experience with electives and options for kids beyond core courses
  - Spanish, Leadership, Photography, Food Science, Skagit History, etc.

**Increasing interest in STEM related courses and declining interest in band/music at the MS level**

**Additional Information:** At the end of 2022-23 we will have a retirement at the MS. Which means we will be able to look at out staffing levels and make adjustments as necessary to address changes in enrollment (up or down). We will also be able to reassess our music and STEM programs to see how they are working.

**Retirement:** We have a retirement in our support program. We are working on reimagining the position into a .8 intervention teacher and .2 TOSA (teacher on special assignment) to manage and develop intervention programs such as Title, LAP, ELL, and HiCap.

## J. Staffing for 2021-2022

(Vote)

Staffing for 2021-2022:

- o 13 teachers at the elementary school,
- o 6 teachers at the middle school.
- o 1 PE teacher
- o 1 Art Teacher
- o 1 School Counselor
- o .5 Music Teacher
- o 1 Intervention teacher/\*TOSA (new hire to replace retirement)
- o 2 Special Education Teachers
- o 1 Math/STEM Teacher (new position)

Total Positions 26.5 - this does not include part-time contract staff for special education, OT, PT, and School Psychologist.

Job Postings:

Intervention/TOSA - 1 FTE

Math/STEM - 1 FTE

Elementary Pool Posting, this position will establish a pool of applicants that would be used to replace any current staff members that move from their positions into one of the open positions.

\*TOSA - Teacher On Special Assignment

### **Motion:**

Winkes, Ben motioned to APPROVE the "Staffing for 2021-2022".

Cowan, Michelle seconded the motion.

### **Vote:**

In Favor:

Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate

Not In Favor:

Abstain:

The motion Passed

**K. Auxiliary Services Manager Contract for 2021-2022**

**(Vote)**

**Motion:**

Melton, Wade motioned to APPROVE the "Auxiliary Services Manager Contract for 2021-2022".  
Cowan, Michelle seconded the motion.

**Vote:**

In Favor:

Cowan, Michelle - Hughes, Amy - Melton, Wade - Winkes, Ben - Wolfe, Nate

Not In Favor:

Abstain:

The motion Passed

**L. Board Comments, Questions and Discussion**

Nate: Conversations with Skagit Board Presidents. President Wolfe acknowledged the great shape Conway School is in. He praised the staff's flexibility and fantastic work.

Jeff/Nate: WSSDA School Board Survey, discussed doing this survey to help the board develop goals and prioritize the boards work.

Virtual Meeting will be held in May.

**M. Future Board Meetings**

Board Meeting are held at 7pm except our annual budget meeting in July which takes place at 6:00pm

**Board Calendar for 2020-2021**

May 17, June 21, **July 19 @6pm Budget Hearing, July 19 @7pm Regular Meeting**

**Board Calendar for 2021-2022**

Aug. 23, Sept. 27, Oct. 25  
Nov. 22, Dec. 12, Jan. 24, Feb. 28  
March 28, Apr. 25, May 23, June 27  
July 18 **@6pm** Budget Hearing  
July 18 **@7pm** Regular Meeting

**Board Calendar for 2022-2023**

Aug. 22, Sept. 26, Oct. 24, Nov. 28  
Dec. 12 (tentative), Jan. 23, Feb. 27  
March 27, Apr. 24, May 22, June 26  
July 17 **@6pm** Budget Hearing  
July 17 **@7pm** Regular Meeting

**N. Adjournment**

President Wolfe adjourned the meeting at 9:13pm.

**O. Approval of Minutes**

**(Approval of Minutes)**

Submitted by Secretary of the Board, Jeff Cravy.

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Jeff Cravy, Superintendent

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Nate Wolfe, Board President