

DAYVILLE SCHOOL BOARD OF DIRECTORS
Regular Board Meeting Tuesday July 8, 2025

1.0 CALL TO ORDER

The Board of Directors of Dayville School District 16J Regular Board Meeting was called to order by Chair Casey Fretwell at 7:00 p.m. in the Dayville High School Board Room. In addition to the Chair, those directors present were Skip Inscore, Matt Hettinga, and Mani Martin. Also present were Superintendent Tiffnie Schmadeka and Business Manager Emma Winkelman.

- ii. Directors Absent were: None (one position vacant)
- iii. Visitors present: Mark Habliston (virtual)

2.0 APPROVAL OF THE AGENDA (0:25):

Director Skip Inscore moved to approve the agenda as presented. Director Mani Martin seconded and the motion carried with all Directors present voting yes.

3.0 APPROVAL OF THE CONSENT AGENDA: (0:37)

- 3.1 Minutes of the June 10, 2025 Regular Meeting and June 10, 2025 Work Session
- 3.2 Bills Paid and Pending

Director Matt Hettinga moved to approve the consent agenda. Director Mani Martin seconded and the motion carried with all Directors present voting yes.

4.0 VISITOR PRESENTATIONS (0:45)

There were no Visitor Presentations.

5.0 REPORTS

- i. Superintendent's Report (1:03): Superintendent Tiffnie Schmadeka gave her report which included an update on her professional development (she is enrolled in the New Superintendent's Academy and has been using Laura Thomas as a great resource), an update on student enrollment and bussing (for enrollment she is working on updating our school brochure and calling all district families to connect, the board was in agreement that we can run a bus to the old Mt Vernon School site per Rally's permission, but would like Tiffnie to reach out to John Day as a courtesy), an update on TSPC status for recent hires (the 5/6 license has been approved, advanced math has been approved, and a sponsor letter sent for SPED), an update to the August meeting (moved to Monday August 11th), the 25-26 Calendar (an update will be required with a Friday in February), Superintendent Leave (she will be out of office July 9th, 10th, and in August the week of Fair), the Cell Phone Ban executive order (bell to bell cell phone ban must be implemented by January 1 by law, but the board's consensus was that we should start the new year with the policy in place and implemented), and Ms. Lindsay's summer school report (good attendance and examples of the books they took home).
- ii. Maintenance Report: (12:02) Miles Steele gave his report which included that our summer help is working out very well and he is very thankful, the large walk in freezer is still not working properly (we are looking at about \$7000 to repair it vs. figuring out what else to do such as smaller freezers), tire on the John Deere

tractor has been put on the back burner and the mower deck for that mower was discussed, he's participating in asbestos trainings via the TAP grant, the staff houses are occupied, and he is taking over the Transportation Coordinator title this year.

- iii. Deputy Clerk's Report: (24:33) Emma Winkelman gave the Deputy Clerk's Report which included Cash on Hand, General Fund Appropriation reports, Frontline revenue and expense comparison reports (she will look into a couple of the differences that show and report back next time), and an update on state and federal funding (still a lot left to finalize). Casey noted that the board appreciates her input on the items such as freezer and tires, especially given our tight budget.

6.0 DISCUSSION ITEMS (32:20)

- i. District Housing Occupancy Update – as Miles stated both houses are occupied, or will be occupied within a couple of weeks. The custodian requested to move in one week early, which everyone is just fine with, and they also requested special terms on the security deposit (split between a couple of months) and the board was fine with that as well.
- ii. Exchange Program Information Update – Tiffnie stated that she has been communicating with the company Larry had talked to and there are still some things that are un-clear, such as the site visit fee. The re-certification fee is required every two years and is \$1700. It does take 12-18 months once we decide to move forward to finish the process. Tiffnie's thought was that it is a big chunk of money for a program with no Oregon experience. The Board noted that they don't want to overwhelm Tiffnie in her first year, so they are all fine to wait until another year to bring this back around.
- iii. Board Position #1 Update – nobody has applied at this point. The board was in agreement to just keep the position advertised and they'll all try to encourage people.
- iv. Sign Confirmation of Receipt of Governing Body Questionnaire – Emma handed out the questionnaires that are related to the audit along with stamped envelopes to return them to Solutions CPAs.

7.0 RECOGNITION OF VISITORS (42:10) There was no visitor input

8.0 ACTION ITEMS (42:27)

- i. Elect Board Chairperson – **Director Skip Inscore nominated Casey Fretwell, and Casey accepted. Director Mani Martin seconded the motion and the motion carried with all directors present voting yes.**
- ii. Elect Board Vice Chairperson – **Director Matt Hettinga nominated Mani Martin for Vice Chair, and Mani accepted. Director Skip Inscore seconded the motion and the motion carried with all directors present voting yes.**
- iii. Annual Designations:
 - 8.iii.1 Chief Administrative Officer/District Clerk – Tiffnie Schmadeka
 - 8.iii.2 Deputy Clerk – Grant County ESD/Emma Winkelman
 - 8.iii.3 Custodian of Finds/Authorized Signatures

- 8.iii.3.1 District Funds & Student Body Funds – Emma Winkelman, Tiffnie Schmadeka, Lori Smith, Casey Fretwell, Tara Young
- 8.iii.3.2 Visa Card Approval – Lori Smith, Tiffnie Schmadeka, Justin Larson, General Dayville School District and all cards hold \$10,000 limit.
- 8.iii.4 Budget Officer – Tiffnie Schmadeka
- 8.iii.5 Official Auditor – Solutions CPA's
- 8.iii.6 Date and Time for Board Meetings – second Tuesday at 7:00pm
- 8.iii.7 Depository – Bank of Eastern Oregon, Local Government Investment Pool
- 8.iii.8 Legal Counsel – PACE

Director Skip Inscore moved to approve annual designations as listed in 8.3.1-8.3.8 as listed above. Director Matt Hettinga seconded the motion and the motion carried with all directors present voting yes.

9.0 DIRECTOR COMMENTS

The board is looking forward to a good year. They asked if we've had any applications for the cook position and there was some discussion around cafeteria food improvements, and it was requested that we ask other schools what they are doing.

Chair Casey Fretwell adjourned the meeting at 7:49 p.m. as there were no other items on the agenda.