

**DAYVILLE SCHOOL BOARD OF DIRECTORS**  
**Regular Board Meeting Tuesday, April 14, 2026**

**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 Matt Hettinga, Mani Martin, and incoming Board Director Jake Buce. Also present were Superintendent Tiffnie Schmadeka, Business Manager Emma Winkelman, and Board Secretary Lori Smith.

- ii. Directors Absent were: Skip Inscore, (one position vacant)
- iii. Visitors present: Athletic Director Justin Larson, Mark Habliston

- 1.1 Chair Casey Fretwell presented Jake Buce with the 'Board Member Oath of Office', which Jake then read aloud. Jake Buce was officially welcomed to Dayville School Board Position #1.

**2.0 APPROVAL OF THE AGENDA**

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

**3.0 APPROVAL OF THE CONSENT AGENDA**

- 3.1. Minutes of the March 10, 2026 Regular Meeting
- 3.2. Bills Paid and Pending
- 3.3. Accept Resignation for Vivian Smith

**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**

Mark Habliston shared a few trivia facts with the board related to his recent trip to Mardi Gras.

**5.0 REPORTS**

5.1. Superintendent's Report (3:40)

Superintendent Tiffnie Schmadeka presented her report which included a facility & maintenance update, HVAC maintenance, a TAP Grant we received for the assessment of Engineered Wood Roof Systems, and the vacant district house. Ms. Schmadeka shared that state assessments for students are going smoothly, May 4<sup>th</sup> the school will host a 'Spring Showcase', and that she has been meeting with staff regarding the upcoming Social Studies adoption. Her report also included a listing of 'Important Dates through the End of the Year'.

5.2. Athletic Director's Report (12:18)

Justin Larson presented the Athletics Report which included Middle School and High School Track Information. Mrs. Fretwell filled out and received a \$1000.00 grant towards new track equipment. Mr. Larson also shared that he continues to work on next year's volleyball schedule but football and basketball are pretty well set.

Justin spoke about the availability of NFHS stat breakdown which does stats on each player. It would cost \$600.00/season or \$2100.00 for all sports. Mr. Larson definitely wants it for the basketball teams. A brief discussion was held and Justin will reach out to Monument School to see if they would share the cost.

5.3. Deputy Clerk's Report (21:00)

Business Manager Emma Winkelman gave her report which included information about cash on hand, state school fund analysis, and the upcoming budget meeting. Emma also went over the fund balance report, the frontline analysis report, and a cashflow projection report. She reports that everything looks good and we are projected to end the year with \$926,996 which is a definite improvement. Her comfort zone is the million-dollar mark. Emma queried the board about submitting their SEI Filings. She went over the process for those board members who had not yet completed their filing.

## 6.0 DISCUSSION ITEMS

There were no discussion items.

## 7.0 RECOGNITION OF VISITORS

Chair Casey Fretwell recognized the visitors and asked if they had any input. There was no input from visitors at this time.

## 8.0 ACTION ITEMS (31:05)

8.1. Appoint Babette Larson to Budget Committee

**Director Matt Hettinga moved to appoint Babette Larson to the Budget Committee. Director Mani Martin seconded and the motion carried with all Directors present voting yes.**

8.2. Approve hiring of Sequoia Fitzwater as part-time Custodian

**Director Matt Hettinga moved to approve the hiring of Sequoia Fitzwater as part-time Custodian. Director Jake Buce seconded and the motion carried with all Directors present voting yes.**

8.3. Approve Updated 2026-2027 School Calendar

Superintendent Tiffnie Schmadeka explained that the only change is moving a couple professional development days to the end of grading periods.

**Director Jake Buce moved to approve the Updated 2026-27 School Calendar. Director Mani Martin seconded and the motion carried with all Directors present voting yes.**

8.4. Approve number of Inter-District Students we can take in for 2026-2027

Superintendent Tiffnie Schmadeka presented the board with a breakdown of current student numbers broken down by grade and resident/non-resident students. It was noted that the board made a motion to approve 35 Inter-District Transfer Students for the 25/26 school year, with a total class size limit of 15 students in grades K-6 and a class size limit of 20 students in grades 7-12. A brief discussion followed.

**Director Mani Martin made a motion to approve up to 35 Inter-district Transfer Students for the 2026-27 school year, with a total class size limit of 15 students in grades K-6 and a class size limit of 20 students in grades 7-12. Director Jake Buce seconded and the motion carried with all Directors present voting yes.**

8.5. Superintendent Formal Evaluation (35:25) – EXECUTIVE SESSION: The board may enter into executive session in accordance with ORS 192.660 (2) (i): *To review and evaluate the employment-related performance of the chief executive officer... who does not request a public hearing.*

Superintendent Tiffnie Schmadeka requested an open hearing, and the board proceeded with the evaluation in open session.

*Ms. Schmadeka presented the board with a copy of her superintendent goals that she had given them at the beginning of the school year along with the OSBA Evaluation Template and a self-evaluation she had done for each of the goals which included a rating as well as a summary of actions taken to achieve each goal.*

*There was a brief discussion between the board and superintendent which included questions and positive comments from the board.*

*Ms. Schmadeka let the board know that although she has been participating in the COSA Superintendent Academy, she feels she gets more from local superintendents and the school support staff.*

*Chair Casey Fretwell noted that it's been quite a few years since discussing what can set Dayville School apart and asked for Tiffnie's insight and suggestions. Tiffnie spoke about all the great things we have going on, celebrating and promoting our school and school pride, helping kids feel good and our families feel welcome.*

*Business Manager Emma Winkelman suggested that the board members give general comments on the superintendent's performance that she can put in a letter for them to approve at the next board meeting for the evaluation file.*

*Director Matt Hettinga likes the visibility of the superintendent as he feels that is really important, also that Ms. Schmadeka is a leader but she is also approachable.*

*Director Mani Martin likes that she seems to have a way to manage staff that is non-invasive and seems to be working very well.*

*Chair Casey Fretwell likes her communication and the fact that she has her eye on the future of Dayville School.*

## **9.0 DIRECTOR COMMENTS (56:50)**

Chair Casey Fretwell asked if the cleaners we hired to come in and deep clean finished up and did a good job, and whether we are planning to hire a new facilities coordinator or if we need one. Ms. Schmadeka responded that the cleaners did a great job and she doesn't feel we need a facilities coordinator at this time, although we might need a part time grounds person.

## **10.0 ADJOURNMENT**

**Chair Casey Fretwell adjourned the meeting at 8:01 p.m. as there were no other items on the agenda.**