

DAYVILLE SCHOOL BOARD OF DIRECTORS
Regular Board Meeting Tuesday, July 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 7:01 p.m. in the Dayville High School Board Room. In addition to the Chair, those directors present were Skip Inscore, Matt Hettinga and Jake Buce. Also present were Superintendent Tiffnie Schmadeka, Business Manager Emma Winkelman, and Board Secretary Lori Smith.

ii. Directors Absent were: Mani Martin

iii. Visitors present: Athletic Director Justin Larson, Mark Habliston

2.0 APPROVAL OF THE AGENDA

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

3.0 APPROVAL OF THE CONSENT AGENDA

3.1. Minutes of the June 9, 2026 Regular Meeting

3.2. Bills Paid and Pending

3.3. Update 2026-2027 School Calendar

3.4. Hire Kelci Robbins as Educational Assistant for the 2026-27 School Year

3.5. Hire Rebecca Grassl as Educational Assistant for the 2026-27 School Year

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

4.0 VISITOR PRESENTATIONS

- i. Board Chair Casey Fretwell invited input from visitors. There were no presentations or input from visitors

5.0 REPORTS

5.1. Superintendent's Report (1:45)

Superintendent Tiffnie Schmadeka presented her report which included a facility & maintenance update. Vehicle inspections almost completed for the year. Summer projects are going well including painting and locker room floors. The gym floors will be refinished soon.

Ms. Schmadeka reported that the City of Dayville is in favor of placing the reader board on their property. Once they get to see it they'll have a better idea of where to place it, most likely at the city park.

Dayville School will hold a community engagement event on August 6th that will also be our main school registration time. There will be an open house, ice cream, and tiger shirts. Summer school will be wrapping up this week and had a good number of kids participating.

Ms. Schmadeka reminded the board that the next board meeting will be on Monday, August 10th.

5.2. Athletic Director's Report

Justin Larson presented the Athletics Report which included information about summer camps, and the fact that three Dayville football players made the All Star Game in LaGrande. He reported that the Co-op paperwork is just waiting for approval from people in the league and then for the other superintendent to figure out numbers. Mr. Larson reported that Ms. Schmadeka took care of the Middle School Sports schedule, but that he is going to try and work with other athletic directors to get a more consistent set of rules and game times

5.3. Deputy Clerk's Report (13:35)

Business Manager Emma Winkelman gave her report which included information about cash on hand, state school fund analysis, and the fund balance report. Emma also went over the frontline analysis report, and a cashflow projection report. She reports that everything looks good.

Director Skip Inscore asked about a report he heard about Oregon turning down federal education funding and asked if anyone else heard about it or knows what it is. Nobody else had heard about it, but Emma will look into it.

6.0 DISCUSSION ITEMS (21:21)

6.1. Approve 6 Hours of Professional Development and Conference Time to the 2026/2027 Calendar

Ms. Schmadeka said that because of the new state order about 'instructional time reduction' we need to recover the hours we reduced from 2025-26 School Year. We do still meet the required instructional hours.

6.2. To receive government body questionnaire from Solutions CPA for Audit

Ms. Winkelman passed out the questionnaire from Solutions to each board member, and explained to the board that they will need to fill them out and return via mail to Solutions. If they have any questions, they are to contact the auditors directly.

7.0 RECOGNITION OF VISITORS (27:42)

Chair Casey Fretwell recognized Mark Habliston as a visitor. Mark shared that a raspberry is 100 different individual fruits for his 'The More You Know'.

8.0 ACTION ITEMS (28:55)

8.1. Elect Board Chairperson

Matt Hettinga nominated Casey Fretwell for the position of Board Chairperson, Skip Inscore seconded and the motion carried with all Directors present voting yes.

8.2. Elect Board Vice Chairperson

Casey Fretwell nominated Mani Martin for the position of Board Vice Chairperson, Skip Inscore seconded and the motion carried with all Directors present voting yes.

8.3. Annual Designations

8.3.1. Chief Administrative Officer/District Clerk – Tiffnie Schmadeka

8.3.2. Deputy Clerk – Grant County ESD/Emma Winkelman

8.3.3. Custodian of Funds/Authorized Signatures:

8.3.3.1. District Funds – Emma Winkelman, Tiffnie Schmadeka, Lori Smith, Casey Fretwell, Tara Young

8.3.3.2. Student Body Funds – Lori Smith, Emma Winkelman, Tiffnie Schmadeka, Tara Young, Casey Fretwell

8.3.3.3. Visa Card Approval – Lori Smith, Tiffnie Schmadeka, Justin Larson, General Dayville School District

8.3.3.3.1. All Visa cards shall hold \$10,000 credit limit

8.3.4. Budget Officer – Tiffnie Schmadeka

8.3.5. Official Auditor – Solutions CPAs

8.3.6. Date and Time for Board Meetings – Second Tuesday at 7:00 p.m.

8.3.7. Depository – Bank of Eastern Oregon, Local Government Investment Pool

8.3.8. Legal Council – PACE

Director Matt Hettinga moved to approve the Annual Designations 8.3.1 through 8.3.8. Director Skip Inscore seconded and the motion carried with all Directors present voting yes.

9.0 DIRECTOR COMMENTS (31:00)

Director Matt Hettinga asked how the tours went during the 'All School Reunion'. Ms. Schmadeka replied that it was very positive, she was here for the whole 3 hours and there were people here the entire time.

Director Skip Inscore thanked Ms. Schmadeka for the post on Facebook in sympathy for the loss of a Grant County student.

10.0 ADJOURNMENT (32:36)

Chair Casey Fretwell adjourned the meeting at 7:32 p.m. as there were no other items on the agenda.