

DAYVILLE SCHOOL BOARD OF DIRECTORS
Regular Board Meeting
January 9, 2024

1. Call to Order & Pledge of Allegiance

- i. 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 Computer Lab. In addition to the Chair, those directors present were Babette Larson and Mani Martin. Also present were Superintendent Davida Irving, and Business Manager Emma Winkelman.
- ii. Directors Absent were: None
- iii. Visitors present: Mark Habliston (virtual), Tiffnie Schmadeka (virtual), Emmaleigh Larson, Miles Steele (virtual), Mitch Saul (virtual)

2. APPROVAL OF THE AGENDA: *Director Mani Martin moved to approve the agenda as presented. Director Babette Larson seconded and the motion carried with all Directors present voting yes.*

3. APPROVAL OF THE CONSENT AGENDA: *Director Babette Larson moved to approve the consent agenda as presented. Director Mani Martin seconded and the motion carried with all Directors present voting yes.*

4. REPORTS

- i. **Presentation of 22-23 Annual Audit Report by Solutions CPAs – Mitch Saul** with Solutions CPA's went through the key points of the audit with the Board. He noted that all internal control and compliance issues from prior years have been resolved. He gave kudos to the board for hiring the ESD as he knows that was a hard decision, but one that has proven effective. There is one finding related to a GASB rule regarding a lack of valuation on the effect of retiree insurance. This is a finding almost all small districts have as the cost and time to have that valuation done just isn't worth it. There is also one finding related to budget violation caused by PERS expense, which is what we need to pass the resolution for later in the audit. Budget violations happen, and this was one Emma made them aware of prior to field work and noted how she has put processes in place to keep it from happening again. The board had no questions for Mitch. Mitch thanked the board for continuing to hire their firm to complete our audit and stated how much it means to them to have the local business. After Mitch logged off the zoom, the board thanked Emma, Jody, and all others involved to helped to get these audit results.
- ii. **Superintendent's Report:** Davida gave her report which included a huge thank you to the Board Members for all the work they do for our school and it is very much appreciated. Our 2024 has really started in a very good way, we are making great progress and a lot of things are coming together and it's very exciting. We couldn't do all of this without board members to support us. An update on the modular classrooms – we are so close to them being ready! The final occupancy permit we are waiting for is waiting on the fire marshal to approve the fire alarms. Some of the items on the list left to finish are purely aesthetic and won't keep us from using the building once we get the occupancy permit. We do have a contractor who will paint the exterior as soon as the weather is consistently over 50 degrees. In the gym, the basketball table and bleachers have been fixed for now and we do have the conversation going for next year to change from 2 rows of bleachers to 3. That will be a summer project for us. She is attending the COSA small school conference later this month and

hopes to talk to folks with other small districts on how they do things. She is wanting to find out more on charter school information or finding ways in particular to make us shine and stand out in our area. If we could find a way to do one of those things, we wouldn't have to deal with inter-district transfers anymore. She hopes to bring back some good information for us. We received \$125,000 for the REN grant for staff housing. It would be helpful if at some time they would stop by her office to view the information she has on it. She is going to the City's meeting tomorrow to try to get information because we've been informed that there are multiple deeds involved that will require city approval. We are close to being ready to tear down the old building, and we've got some ideas and quotes on housing that will work for us that are within our budget. She has Sisul Engineering working on it for us to find the right placement. SIA & Early Literacy grant information will be presented later in the agenda. She explained what the goals of the Early Literacy are for our District. She explained that as part of our SIA grant she wants to use part of those fund a Social Media Communications Specialist stipend so we make sure correct information is being shared and directly from the District, and also to bring us current with the times. Other Districts in our county are already utilizing Facebook as a form of communication. This is something we will make sure we do right in making sure it is secure and creating a safe Facebook platform. On January 18th we've been invited to a dinner at SD3 with our Representatives – Babette is not able to go, Casey will go, and Mani will let her know tomorrow if he can go or not. Important upcoming dates were gone over as well. While Davida is at the conference Shilo and Tiffnie will be covering for her – she is confident in leaving and feels they do a great job covering while she's gone. She noted that negotiations are coming up. Davida proposed how the negotiations process would work, with Shilo and Sydney representing the union and Davida and Emma representing the District and once we've reached an agreement, we'll bring it to the Board to present it to them. Davida stated that her goal with negotiations is to get all of our staff at a pay level that they aren't considering leaving here for more pay somewhere else in the county. All board members were in agreement of that process.

- iii. **Facilities Report** – Miles presented his report which included some stuff that Davida also said on the Modulars. Weight room AC coil was damaged prior to moving it, so that will be fixed, and we got the smart boards hung in the three rooms in those buildings. He attended pest management training in Corvallis over winter break and learned all about that. He explained the IPM items and that these are things we have to do every calendar year. After tonight we will update the website with our new information with Miles as our IPM coordinator and updating the plan. In the month of December we had the bomb threat and during that event he thinks we learned a lot of things we can work on with our emergency plan and having more staff training for better communication when those events happen. We know what we need to work on now and he'll be working on it as Facilities Coordinator. The Board thanked him for all he does and Davida re-iterated that he is a jack of all trades and he is appreciated.
- iv. **Deputy Clerk Report** – Emma gave her report which included an update that except for a couple final reports, we are done with 22-23 now! 23-24 is going well and we are working on calendar year items such as W-2s and 1099s. She stated that we do need to start thinking about 24-25 already as well – we will begin hitting the budget process hard in February. We know we are going to need at least one budget committee member as Niki Fisher is unable to continue in her role. Mani indicated that Marina might be willing. Emma asked that if anyone knows of others to let her know. She also noted that negotiations is a big part of

the budget process and being able to have solid numbers, so they will work to get negotiations finalized as soon as we can.

- v. **AD Report** – Tiffnie gave her report which included an update on sports! The score table being moved to center court will be officially tested out on Thursday. It already seems much nicer from the operator’s standpoint and she knows the officials will appreciate it. Middle School has had one game and one had to be canceled due to kiddos being out due to illness. They go to Spray on Thursday. High School basketball – practices are going well. Everything yesterday got canceled due to weather. They haven’t had issues with official coverage yet. Shilo and Her are driving the Dayville boys to Monument on Tuesdays & Thursdays – the board thanked them for that. Game schedules have been good and we’ve been able to do some half JV games which is great experience for our kids. The board thanked Tiffnie for her report and for pitching in and doing extra.

5. NEW BUSINESS

- i. **SIA 23-24 Grant Agreement** – Davida presented the Powerpoint which went over how we plan to spend the SIA money. That includes Special Education Teacher, part-time counselor, new elective curriculum, after school activities, school and career visits, professional development for staff, hosting community events, social media and testing coordinator stipends, guest lecturers and events for the community to attend.
 - i. Public Comment – Mark and Emmaleigh were the only visitors present at this point. Public comment was opened at 7:45, there was none and public comment closed at 7:46.
 - ii. Approve 23-24 Grant Agreement – ***Director Mani Martin moved to approve the 23-24 SIA Grant Agreement. Director Babette Larson seconded and the motion carried with all Directors present voting yes.***
- ii. **23-24 Early Literacy Grant**
 - i. Presentation of Plan – Davida presented a Powerpoint which included that this funding is meant to add onto what we are already doing, not supplant it. That will include professional development, getting reading endorsements for our licensed staff, after school programs, etc. Adding a Reading Specialist is one of the goals so adding that licensure. Adding curriculum through SAVAAS. The board had no questions or comments. When the preschool moves to the modular, what is currently the pre-school room will become our reading room.
 - ii. Public Comment – opened at 7:54, none, closed at 7:55.
 - iii. Mark clarified that this will become part of integrated guidance, so next time it won’t be it’s own application. And we know the funding will continue for at least another biennium.
 - iv. ***Director Babette Larson moved to approve the Early Literacy Grant and Plan. Director Mani Martin seconded and the motion carried with all Directors present voting yes.***

6. RECOGNITION OF VISITORS:

- i. **Public Input** – no public comment.

7. ACTION ITEMS:

- i. **Approve General School Credit Card with \$7500 limit**
 - i. Emma explained that the purpose of this is so we don’t have to get many cards with people’s names on them. The staff have identified a need for a card at times, but this would allow us to have one card that is kept in the office and checked out by the employee for use, and checked back in with receipts when they’re done.

- ii. *Director Babette Larson moved to approve the general school credit card with a \$7500 limit. Director Mani Martin seconded and the motion carried with all Directors present voting yes.*
- ii. **Adopt Resolution ORS 297.466 in Regards to Annual Audit Deficiencies**
 - i. *Director Babette Larson moved to adopt Resolution ORS 297.466 as presented. Director Mani Martin seconded and the motion carried with all Directors present voting yes.*
- iii. **Designate Miles Steele as District Integrated Pest Management Coordinator**
 - i. *Director Mani Martin moved to designate Miles Steele as District Integrated Pest Management Coordinator. Director Babette Larson seconded and the motion carried with all Directors present voting yes.*
- iv. **Approve Integrated Pest Management Plan**
 - i. *Director Babette Larson moved to approve the Integrated Pest Management Plan as presented. Director Mani Martin seconded and the motion carried with all Directors present voting yes.*

8. DIRECTOR COMMENTS

- i. Mani asked questions about the cafeteria, the painting of the modular buildings and the Superintendent house, elementary building window replacements, as well as a culvert under the shop/modular area.
 - i. Regarding the cafeteria – Davida clarified that we are meeting all of the guidelines set by the State for the food we are serving. She also noted that it was explained at the beginning of the year that we planned to keep it very simple until people were trained. We have been expanding what we're offering, and Davida invited everyone to look at the menus to see what is offered and the expansion from what used to be offered. She also noted that all concerns are evaluated and things have been put in place to make improvements.
 - ii. Davida noted that Joel Coombs will be painting the modular buildings.
- ii. Davida had the board members take a look at photos of the staff homes that they've found as options.
 - i. It was noted that we might need a guardrail by the road once we put a house there.

9. ADJOURNMENT

Chair Casey Fretwell adjourned the meeting at 8:17pm as there were no other items on the agenda.