

DAYVILLE SCHOOL BOARD OF DIRECTORS
Regular Board Meeting
July 11, 2023

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 Gina Fisher at 7:04 p.m. in the Dayville High School Computer Lab. In addition to the Chair, those directors present were Babette Larson, Mani Martin, and Casey Fretwell. Also present were Superintendent Davida Irving, and Business Manager Emma Winkelman.
- ii. Directors Absent were: Tina Rhoda
- iii. Visitors present: None

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

- i. Emma noted one change in the annual designations 7.3.4 budget officer should be the superintendent, Davida Irving
- ii. Gina added the addition of 7.10 accept resignation of board member Tina Rhoda

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

- i. Minutes corrections from Gina – p.2 bottom under AD report third line up, things to think, p.4 under director comments ii, concern has been expressed

4. REPORTS

- i. **Superintendent's Report:** Davida gave her report which included how exceptional her first year was and thanking the board for the opportunity to work with our community. She was looking for an adventure and she sure got one! She thinks the second year will be even better! Portable classrooms are here and are literally coming together. As things have happened we've taken care of them and nothing that we can't handle has come up with the installation thus far. Several people have asked her about painting the outside of them. She has spoken with one of our painters who is painting other things and if they have time they'll go ahead and paint them but it depends on when the buildings themselves are ready. All of this week and next week they'll be finishing the installation. Wayne will come back and fix the hill and hopefully there will be very little landscaping required. She will be going to the COSA conference in Eugene in early August. She got the pictures of the playground design. We are approved for the preschool promise grant for this year. Then the second piece of the playground we will look for grant funding under safety & health standards. If anyone would like a copy of the playground design by email let Davida know. Cafeteria updates – we're still looking for staff & hopefully news to come in August. We will be audited in October. We have seven positions open right now – we did add another full-time custodian position because of the addition of the new buildings. With the second one she'd prefer to have someone be here on Fridays to have a day with nobody here to do a good cleaning. She explained about the preschool promise fight and being approved for all ten slots again this year. We have a \$10,000 library grant that we've been talking about and her plan is when music moves to the new building this room will be made into a very comfortable media/library room where everyone feels like they want to stay. Truancy (kids not being homeschooled and not coming to school) updates –

she's been working with the ESD and all other county districts – as a county we've all gotten together and after a certain number of days law enforcement gets involved to notify parents, Emma clarified that the county judge is involved and will start handing out fines for this as well. We now officially have an agreement/grant for four full years all of our students will be getting free breakfast & lunches. All kids can have breakfast & lunch at no charge. Emma clarified that this doesn't mean our food service fund is fully funded by this, it just means we get the state reimbursement rate for every child who eats.

- ii. **Facilities Report** – Davida presented the facilities report where she stated that all the money we're saving on salaries is going right back into the school in the form of projects and outsourcing. A lot of summer projects are going on right now – three of the classrooms are painted, and we've got a contractor working on the flooring and staff bathroom and replacing baseboards and cafeteria painting. The same contractor will fix the elementary wall that needs repaired and then we'll paint one classroom over there. Door & window trim and all of elementary exterior will be painted. If portable classrooms are done in time they'll get painted too. A deep cleaning is currently underway. If someone steps forward and says they can help us we would take another custodian for the summer. She's taken everything off custodians except for cleaning. She has a meeting with Billy Moon tomorrow to meet about the hill and football field getting a little more care. Elementary mini splits we got one estimate from the company in John Day that was pretty high, and one other from a company in Bend that was \$20k more, the company from LaGrande who did the HS is coming out to give an estimate as well, but he'd be waiting until fall. She's called about 10 companies and most will not come to Dayville because they're booked solid. She has two sheds for preschool stuff and we might get one more for general storage. Until the classrooms are completely set up we won't get them completely set.
- iii. **Deputy Clerk Report** – Emma gave her report which included that we are working hard on closing out 22-23, and getting 23-24 prepped and going. She handed out the official 23-24 budget copies. Our 22-23 audit is scheduled for September 20-21. As part of the audit each board member needs to fill out the audit questionnaire and return it to Solutions. Emma passed out the questionnaire and passed around the piece of paper each board member signed stating they received it.

5. NEW BUSINESS

- i. No New Business

6. RECOGNITION OF VISITORS:

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

7. ACTION ITEMS:

- i. **Elect Board Chairperson**
 - i. **Director Casey Fretwell nominated Gina Fisher, Director Mani Martin seconded, and Gina accepted the nomination. The motion carried with all Directors present voting yes.**
- ii. **Elect Board Vice Chairperson**
 - i. **Director Gina Fisher nominated Casey Fretwell, Director Mani Martin seconded, and Casey accepted the nomination. The motion carried with all Directors present voting yes.**
- iii. **Annual Designations**
 - i. **Director Babette Larson moved to approve all annual designations as presented, Director Mani Martin seconded, and the motion carried with all Directors present voting yes.**
 - 7.3.1 Chief Administrative Officer/District Clerk – Davida Irving
 - 7.3.2 Deputy Clerk/Deputy Clerk as Board Secretary – Emma Winkelman

- 7.3.3 Custodian of Funds/Authorized Signatures:
 - 7.3.3.1 District Funds – Emma Winkelman, Davida Irving, Lori Smith, Gina Fisher, Tara Young
 - 7.3.3.2 Student Body Funds – Lori Smith, Emma Winkelman, Davida Irving, Tara Young, Gina Fisher
 - 7.3.3.3 VISA card approval – Lori Smith, Tiffnie Schmadeka, Davida Irving
 - 7.3.3.3.1 All Visa cards shall hold \$10,000 credit limits
- 7.3.4 Budget Officer – Davida Irving
- 7.3.5 Official Auditor – Solutions CPA's
- 7.3.6 Date and Time for Board Meetings – Second Tuesday of each month at 7:00 pm
- 7.3.7 Depository – Bank of Eastern Oregon, Local Government Investment Pool
- 7.3.8 Legal Counsel – Hungerford Law Firm
- 7.4 First reading of policy re-write section J (second half) Students**
 - 7.4.5 Davida went through a handful and recommended accepting OSBA's recommendation for all the rest.
- 7.5 First Reading of policy re-write section K/L – District Community Relations**
 - 7.5.5 Davida went through a handful of deletions and recommended accepting OSBA's recommendation for all the rest.
- 7.6 Approve Confidential Contract – School Secretary**
 - 7.6.5 Gina wanted to note that the extra duty contract that was included in the packet has a ss#. Everyone present turned in their paper to be shredded.
 - 7.6.6 ***Director Casey Fretwell moved to approve the Secretary contract as presented. Director Mani Martin seconded and the motion carried with all Directors present voting yes.***
- 7.7 Approve Superintendent Contract as amended**
 - 7.7.5 ***Director Mani Martin moved to approve the Superintendent Contract as amended, Director Casey Fretwell seconded, and the motion carried with all Directors present voting yes.***
- 7.8 Approve Confidential Contract – Accounting Specialist**
 - 7.8.5 ***Director Casey Fretwell moved to approve the Accounting Specialist Contract as presented, Director Babette Larson seconded, and the motion carried with all Directors present voting yes.***
- 7.9 Approve District Integrated Pest Management Plan**
 - 7.9.5 This is a requirement to approve each year. An update from Davida – the facilities coordinator typically does this, but Davida doesn't have the time. Robert Waltenburg offered to do this for us, as he's done it before and does it for the ESD, so he'll sign off on all our pest management stuff. The board thanked Robert for this.
 - 7.9.6 ***Director Mani Martin moved to approve the Integrated Pest Management Plan as presented, Director Casey Fretwell seconded, and the motion carried with all Directors present voting yes.***
- 7.10 Accept resignation of Board Member Tina Rhoda**
 - 7.10.5 Gina read aloud Tina's letter of resignation – as of 7/5/23, she is a resident of Montana and can no longer serve our District.
 - 7.10.6 ***Director Casey Fretwell moved to accept Tina's resignation, Director Mani Martin seconded, and the motion carried with all Directors present voting yes.***

7.10.7 Emma brought up filling the vacancy. She will send policies to all via email tomorrow. A copy of the vacancy application was given to each board member in case they're approached by anyone.

8 **DIRECTOR COMMENTS**

- 8.3 Davida asked all board members to please bring anything to her attention and gave the example of Mani and the water.
- 8.4 Babette – asked about the new blinds and Davida reported that the blind person came and the measurements are all done, and she just has to pick out colors & finishes. Did you find someone to paint the garage? Yes, same person. Do we have a grant for the 10 passenger vehicle? Not yet, but we may just use the bus fund for it.
- 8.5 Discussion took place on filling the board vacancy - clarification on #3, have you been a registered voter for 1 year – must be registered within 20 days per policy
- 8.6 Gina thanked everyone for their hard work, particularly Davida for wearing all the hats she does. She hopes everyone is enjoying their summer.
- 8.7 Casey asked if Monument had met about the coaching thing. Emma reported yes and their board upheld the Superintendent's original decision. Casey reported that he heard Monument's board wanted to come to our board meeting and talk about it. Emma clarified she thought that was part of what would happen at the sports co-op meeting.

9 **ADJOURNMENT**

Director Mani Martin moved to adjourn the meeting at 8:15 p.m. Director Babette Larson seconded and the motion carried Unanimously.