

DAYVILLE SCHOOL BOARD OF DIRECTORS
Regular Board Meeting
November 12, 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 Board Room. In addition to the Chair, those directors present were Babette Larson, Skip Inscore, and Matt Hettinga. Also present were Superintendent Jose Melendez, and Business Manager Emma Winkelman.
- ii. Directors Absent were: Mani Martin
- iii. Visitors present: Lindsay Clark

2. APPROVAL OF THE AGENDA: *Director Babette Larson moved to approve the agenda with additions. Director Matt Hettinga seconded and the motion carried with all Directors present voting yes.*

- i. Additions – 6.2 Discussion of Superintendent Survey, and 8.1 Approve district use of recess, PD, and conference time toward instructional minutes per ORS 581-022-2320 Required Instructional Time

3. APPROVAL OF THE CONSENT AGENDA

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

4. VISITOR PRESENTATIONS

- i. Lindsay Clark brought Shadow the therapy dog and said he is in his 3rd week of school. He has become a full-time classroom assistant. He has really helped her struggling readers, and has helped with some behavioral issues as well. The students have loved having him at recess and have learned how to share and take turns in throwing him the ball. She has also witnessed kids playing together that don't usually interact with each other so that's been neat to watch. The middle school kids are around him an hour a day and they're excited to see him. They've had a lot of discussions around why he picks who he picks to hang out with for the day. He can also be an incentive – used to regulate behavior and then gets some Shadow time as a reward. He has made a lot of friends and we haven't heard any negative comments yet, and he seems to be fitting in very nicely. Matt said that Waylon talks about Shadow all the time. The whole board is glad Shadow is working out.

5. REPORTS

- i. Mr. Melendez gave his report and started by passing out a slightly updated Superintendent Report. He said kudos to Lindsay and this amazing animal. He has watched the dog pick the children knowing they are not feeling their best and just provides them some nurturing. Matt added he is a true believer in what dogs do for humans. It is very amazing. Mr. Melendez has already heard the middle schoolers talking about Shadow before he even arrives. It is amazing to see the climate he brings about. The ODE Site Safety Assessment was brought up – there was a walkthrough a month or so ago thorough our buildings to give us an indication about how we are doing and what our safety looks like. It was an unannounced visit to the staff, so it was most authentic and real circumstances. He handed out a copy of the assessment and asked the board to focus on the “no”s. Skip noted number 2 & 3 bus loading zones – we've had that problem in the past and now with the new parking lot it's even tighter than it used to be. Did

they recommend anything? This is strictly informational, and to bring awareness, they don't expect us to do anything right away. Skip asked if a kid gets hit out there, could the people come back and say you were aware of this and didn't fix it? If we know there is an issue and we don't do anything, that could be a problem. Matt asked if the parking lot shrunk or what? No it didn't shrink, just re-configured. Casey said the parking is actually better, it's just different than it used to be. Who's in charge of the buses? Mr. Pinkal – maybe bring this up to him and see if he has any ideas. Mr. Melendez has already shared most of this with the teachers, and the board was second, and then other staff would be next such as Mr. Pinkal. This is a template that they fill out and the same one is used across the state so keep that in mind as some things just don't apply to us. They know that we're too small so some things don't make sense for us. Locking of the electrical panels (#18) should be dealt with soon per Casey. This instance is over by the cooler/freezer. The gentleman from All Air had just done the service and we are sure they just forgot to lock it, so it has since been secured. #5 restrooms – don't we already have vape sensors? Mr. Melendez at first said no, but he doesn't feel that we need such a thing in our bathrooms. Miles is having audio trouble, but Babette stated she thought we had vape sensors installed – Mr. Melendez was unaware that we actually had them. They are in all bathrooms except the elementary, and modular. They don't look like much so maybe they did not notice them. Matt asked what it's like when they go off – it's just an email or text that there's been a vape detection. They have not gone off at all yet this school year. Last year it went off a handful of times. Kitchen knives were one item that we are purchasing a lock box for, so that item will be dealt with. #11 walk in refrigeration do not have easy escape doors – needing to make sure there is an escape. Emma and Tiffnie got locked in there ages ago – Miles is 99% sure there is the push button on the inside. Babette asked if Miles had anything that stood out to him as urgent or super serious and Miles responded no. Next was the fire week waiver – the more he dealt with division 22 he found out more. He brought up the instructional hours handout and learned that we were very close in meeting the instructional hours, even without the waiver from the state. The day from the water we are going to make up with the Missoula Children's Theater. The four days for the fire are of concern. Minimum 900 (elementary), 990 (middle), 960 (high school). K-6 doing the math, 152 full, 3 halves, gives us 920 hours, and we lost 24 hours, so we were short 3 hours in meeting the minimum 900. 7-11 we are at 960.33 hours so we are short of the 990 almost 30 hours. 12th grade – 969.8 hours total – 25.67 we are short 21 hours. He learned about this ORS around instructional minutes and “upon approval by the local school board a district can claim instructional time for recess (60 hours), professional development (30 hours), and parent teacher conferences (up to 30 hours, we have 15 hours). Skip asked why 45 hours when we don't need it all? This gives us a little leeway for if anything else happens. We are not adding hours, we are just changing hours they already have to instructional. Is there a deadline on when we have to decide this? Matt's concern is that are the kids at their benchmarks of where they need to be? Which percentage of students have been negatively affected by the loss of contact time? If the kids are performing where they're supposed to be performing that's one thing, but if they need the extra days in the classroom that's another. Skip – it seems a little two faced if we really want to emphasize attendance. He understands the emergency, but if we do this, this is potentially a huge bargaining tool for the teachers. Ultimately it's their job to be with kids. It was asked what happened to the waiver? In discussion with the state we couldn't go through with it because we were only short 3 hours with elementary – it was the

state's idea to go this other route. Babette – a few months ago the minutes reflect that we are going to apply for the waiver – so she assumed we had already applied for it. No, we were just going to, that was the plan, but after going through all of this it has not come to fruition. Because of division 22 standards he learned all this new stuff about the hours and minutes and because of the impact actually being so low. It was asked if we can we do this at the end of the year? What if we have ice storms and can't get up the hill? Then what happens? The 45 hours he is asking us to consider will put us over by 2.4 days for middle school, up to 7 days for elementary. Timing wise – it doesn't really work that way to wait until the last minute because division 22 is due on November 15th so we couldn't really wait until the end of the year. One way to do it would be for him to declare the district out of compliance on Division 22 – no, nobody wanted to do that. Everyone is confused on the waiver thing – why can't we still do that? Are you recommending that we do this instead of a waiver now? Yes, because there is no guarantee that we will get the waiver. He was told that while the fire is an out of control disaster it is not necessarily an area that the state dept. of ed grants waivers for. It was asked who he talked to? They are trying to dissuade us from doing the waiver. Susan Paine is the name of the person he was working with. Skip – in the future we need to look at our contract days. We should be building in more so this doesn't happen. Are there any other districts that have had to endure this? Not that we know of. The other option he was given was asking to meet with our staff and get their support and add the days to the calendar – it would be a big struggle for all of the staff because they already have their years planned out so to ask them to un-do those would be unfair. Skip – when he looks at 7-11 when he calculates it we weren't meeting the instruction minutes before we lost the 4 days. Instructional time is so important and if we're not meeting this in the current contract, then what are we doing? If we were already short and the state wasn't going to ding us on that, then why would they ding us on the elementary? The risk is too big. Why on the original is it 986 when it was supposed to be 990? Was Dr. Irving the one who set the calendar for this year? Yes. Can we say that this is an emergency one time? In working with our staff, he is saying that if we are that tight we will have to increase the days. Babette – so are we out of compliance and we've always been out of compliance? He is unsure and he will look into this further. No further questions at this time. We opened up the weight room and we have two active members so far and two possible users. We have been promoting it heavily but so far there has only been two people using it. The flag is tattered and he would like to dispose of it in the proper way. Ideas for doing that is working with the Scouts and having them come to the school to do a proper ceremony. They tried contacting Katie Hoffman and have others in the community who might want to be involved as well. The board was in agreement that a ceremony with the Scouts is a great idea. He passed out the custodial job description and he has had Emma, Lori and Miles all look it over to make sure he is creating the proper document. He is planning on opening the position tomorrow. Matt – it looks very thorough. Babette asked if we have the old one to compare it to? No, we didn't bring that document to the meeting, but the old was less thorough in the description and had a checklist attached, so this one has consolidated both into one. Jose pointed out that he did add the last bullet point on the description. The ice machine he asked Miles to jump in on. It has been a problem for quite awhile. It was re-plumbed last year and they were here today for the gym fountain so he had them look at the ice machine again and it is the internals of the ice machine that are failing. It is leaking from a drain or something and getting plugged up. It has been all cleaned out so hopefully in the morning there is no leaks. We won't know for a little while

if it's going to stick. We hope it stays fixed for while but it could turn into a replacement need. The last item is around the December board meeting, he hopes they have one and he would like to use it as a practice run for recording and posting our meetings. Matt and Babette said that is okay with them, no other comments.

- ii. Miles gave his report which included asking about the recording thing. Is there a way to save the zoom? Yes, ESD IT is looking into best options for us – Google Teams is actually the most secure. Brad came by last week about the tree trimming and said he's gotten behind but he hasn't forgotten about us and will get on it. Fountain in gym has been installed. Gutters and downspouts are all in and they work! Mrs. Thompson's room window fell out of the building (the whole frame and all) so there is plywood on it right now and the window has been ordered through Mobile Glass. Casey asked the size of the window? Miles thought that building is the only building that hadn't had the windows replaced and they're all still old single pane windows. All Air came – we had a 2 year maintenance agreement with them and they found a couple outside units had burnt contacts. In Mr. Pinkal's room there's a sensor that is registering there's bad air and was kicking off an exhaust fan that drew air in from outside to clean the air which isn't what we want this time of year. It's usually for gas. He looked at the Supe house mini split and it was a different guy this time and he also wanted nothing to do with it because it was a DIY set up. They recommended replacement. Something to think about for next year's budget. There are wall heaters in there. It's \$7300 for a whole new unit. He brought up the bus thing and he and Mr. Pinkal try to park so cars can't come around them at the end of the day, but in the morning they're closer to the handicap spots where cars can go by them. In the afternoon they do a pretty good job of blocking it off.
- iii. AD report – Tiffnie gave her report which included that with the new buses there are no chains on them so she asked Greg about them, and he said they don't need chains since they're all wheel drive, but she thinks we should check into chains or studs due to the driving conditions and no cell service in our area. Maybe the diesel could be used this winter? She was told the diesel wasn't serviced and can't be used anymore. Jose agreed we definitely need to be safe on the road and he will look into this. Peewee sports she was asked to add. Lindsay requested that she and Emmaleigh split the extra duty contract for the coaching position. The middle school banquet was November 4th. Basketball starts on the 18th. Practices are 3:30 – 4:30 on school days. They are still looking for a coach. HS also starts the 18th. November 5th was their sports banquet. They had their co-op meeting, and Long Creek always comes up but there was nobody from Long Creek there. Matt asked how it went and she said it went good. There were no boys and four girls who got started a little late. Overall it went well. Humbolt and Prairie both reached out and we were able to squeeze them in this year, but they run their seasons a lot earlier than ours. Peewee sports she just needed a consensus of the board to split that one stipend between the two coaches – thumbs up was given from all board members.
- iv. Emma gave her report which included handing out new financials as the first copy had to be ran before all information was entered due to her being gone last week, cash on hand did take a dip from prior month, but we haven't claimed grant funds for October yet so we will be fine because we have more than that to claim. She stated that audit field work is complete, we are just waiting on the draft financials to review, and we only had one journal entry which is awesome. Emma was just out to conferences where the main subject was PERS – we are going to see an increase in our cost, but it is relatively low compared to other Districts. It will be something that effects our budgets from here on out though.

Babette verified with Emma that she is not concerned about the dip in cash because we have grant funds still to claim and Emma responded yes.

6. NEW BUSINESS

- i. Update on potential sale of one acre in Wheeler County
 - i. We have been in contact with Wyatt Baum for this and he said we do not have to do a survey, and the board could pass a resolution to deed the property over to Mr. Vanier. Casey – could we just deed the property over to him and then he donates an ice machine or something else we need? We can ask the attorney about that, we hadn't asked about that specifically. Wyatt also indicated if we did want to place value on the acre then it becomes a bit more cumbersome. Emma stated that the resolution still might have to state a value, it may be able to be just \$1, and then the donation part would be another transaction entirely. Jose will ask Sandy if he's willing to donate and then go from there. Babette is just glad we don't have to do a survey. The resolution is something we will bring back after we have worked with Sandy.
- ii. Discussion on Superintendent Survey
 - i. Babette noted that she requested this and wanted to bring it back about after it was first discussed a couple months ago. She would like to send a survey out to the entire staff to ask what's going well, what are challenges, specific feedback for successes and challenges, possible solutions for the challenges, and avenues for building a new relationship in the next 90 days. She stated she reached out to Robert as she was directed to do so and Robert said that hopefully our board secretary would be willing to do the legwork for us. Casey asked – once we compile this information, what do we do with it? He likes the idea, but what do we do with it after it's compiled? Skip asked – can we meet with the staff? We want them to know that we heard them. It was asked if reviewing the survey would be an executive session? Yes, unless Jose requested to have it open. There might be a little risk in that – if the staff are going to be their most honest and forthcoming, it would be better to keep it in executive and keep the trust there. Due to the nature of our small staff, who said what could be identified if we aren't careful. The purpose for these surveys normally are meant to be confidential in nature. Matt doesn't understand why if this survey was sent out why wouldn't Jose be given the opportunity to first discuss the survey with the staff first since they report to him, and then he might bring it to us. If they're following the chain of command, we shouldn't get in before it's appropriate. Mr. Melendez responded that he has seen surveys be done even initiated by the superintendent themselves, they receive the information. He asked if there is consensus that we need to do this? No distinct answers were given. It was discussed that they would meet in executive session to go over the survey first, and then after that Jose would meet with the entire staff to go over it as well. It was asked what is official Superintendent evaluation timeline? February is a verbal, then formal in March. This is where it gets a little tricky for them – the survey information has the potential to taint the evaluation. The survey is not meant to be evaluatory. Casey stated that maybe we are hands off then and we don't need to see the survey at all. Matt said that's where he's going with this – the staff doesn't report to us, they report to Mr. Melendez. He wouldn't mind seeing the results of the survey in a broader sense of bullet points, but we don't need to see all the details. He doesn't know if he needs to see all of that detail. Casey affirmed that the idea is to give them an anonymous

voice. Emma could compile them and give to Jose and Jose give the synopsis to the board in bullet points format. Robert could help him to sift through and come out with a set of objectives for the rest of the year. The intent is to honor our staff and their contribution to the survey – to let them know he is listening and paying attention. Casey agrees that the board shouldn't be directly involved because we have our own evaluation to do later on. Skip stated that he thinks that if we're not going to be involved then we just need to back off. Because if we're saying we are encouraging this survey and then nothing with it, that won't be good. If Jose is asking them to do the survey it's an entirely different dynamic. He would suggest it come from Mr. Melendez with the help of Robert and hopefully before Christmas. He also has a problem with the evaluation being in February. He would never be opposed to evaluation as a teacher because they're only to make them better. The only reason to do it is to help him succeed and to shine. Matt agrees. Skip stated to Mr. Melendez that we want to support you and don't want to undercut you. Mr. Melendez stated that clearly there are things we need to work through as a staff, we've had some bumps and hurdles with some tough meetings, but he sees it as part of being human. One thing he's been doing is being very patient and hasn't gotten into the teaching and learning heavily yet – he's been 90% focused on the business and child safety. He hasn't gotten into the instruction and he senses an uneasiness about it. He thinks we will get there. He sees evaluation as a partnership. They don't know him well enough yet so being able to build that bridge has been tough. Skip asked if that was alright with Babette and she said yes, whatever they decide. Casey stated that Skip put in words what he was thinking. There was an ask from staff to do this survey, but it's not for us as a board to do. Jose stated that he welcomes it and he wants to hear them. Emma stated as a recap – Jose is going to put out the survey in collaboration with Robert (and Emma if needed) to the entire staff. All board members agreed that is the plan.

7. RECOGNITION OF VISITORS

- i. Public Input – no visitors present.

8. ACTION ITEMS

- i. Approve district use of recess, PD, and conference time toward instructional minutes per ORS 581-022-2320 Required Instructional Time
 - i. ***Director Babette Larson moved to approve 45 hours of recess, professional development and conference time as instructional time for the 2024-2025 school year. Director Skip Inscore seconded and the motion carried with all Directors present voting yes.***
 1. Casey clarified that we go on as business as usual, no additional instructional time.
 2. Skip – with the understanding that the Superintendent will be judicious in use of the minutes, we only use what we need to use.

9. EXECUTIVE SESSION (IF NECESSARY)

- i. No executive session necessary.

10. DIRECTOR COMMENTS

- i. No director comments.

11. ADJOURNMENT

Chair Casey Fretwell adjourned the meeting at 9:12pm as there were no other items on the agenda.