

DAYVILLE SCHOOL BOARD OF DIRECTORS
Regular Board Meeting
July 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 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: None

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

3. APPROVAL OF THE CONSENT AGENDA

- i. **Director Matt Hettinga moved to approve the consent agenda. Director Babette Larson seconded and the motion carried with all Directors present voting yes.**

4. REPORTS

- i. Mr. Melendez gave his report which included how happy he is to be here. His first few days have been very busy. He read the school mission of “to provide a lasting, meaningful education through the cooperation of school, parents and the community.” This acts as our guiding district statement. He brought it forward because moving forward he will use this as his anchor for all of his work. The question he brings is - is this mission statement still serving us today? Do we need to think about rebranding or restructuring the statement? He would like us to have a discussion at a later meeting surrounding that. He went over his onboarding process thus far – meeting with Lori Smith, and he noted what a tremendous asset she is for this district and for him in his role. He has been working to transition with Dr. Irving and is so grateful for her help. He has been learning how our staff structure works and how everyone wears many hats, and has been getting up to speed on new positions that were hired, and positions open and specific licensure needed. Preschool promise and early learning curriculum is something new for us that he is learning. He has met with the Facilities Coordinator Miles Steele on care, priorities, direction and communication protocols. Miles informed him that the K, 1, 2 classroom has damage on the corner that was brought to our attention by the painting crew, so there is potential repairs necessary there. He met with Custodian Debbie Winters as well in setting expectations for cleanliness, and health and safety of our buildings. He will interview for the front office Registrar position next week. We have two applicants. He mentioned our website and updates that may need to be made there. He posted his first community letter on the website as well. He met with Emma today and learned about all things finance and budgets. He presented a couple of needs/requests to keep the boards informed of. He’ll need to get quotes for the K/1/2 classroom damage, and a couple of improvements at the Superintendent house (fence & AC). There was some discussion on the AC situation and suggestions to check filter. Casey asked a question on approval for gates – does it need to be formal action item? No, not unless it ends up costing a lot.

- ii. Miles gave his report which included the projects happening this summer – most being done by Joel Coombs – locker rooms, flooring and painting. It was asked if the damage to the k/1/2 room is on interior or exterior? Paint is coming off exterior – interior there is a crack in the corner and bubbling paint. Was it brought up in the ODE facilities assessment? No. Miles wondered if we should shift Joel's efforts to this? Joel said he would look at it but he's currently on vacation. Casey stated he would look at it. Mr. Melendez stated he does have photos he will share with the board as well. They are working on the basic summer deep clean. Where are we at with locker room floors? Nowhere yet – they started in the basement of the HS, and haven't made it there yet. He is trying to work with Joel on scheduling, but it's been hard. The new staff house is supposed to be delivered Friday afternoon and so far he hasn't heard any hiccups on it.
- iii. Emma gave her report which included an update on how numbers are turning out for the 23-24 ending fund balance. Our fund balance (carryover) going into 24-25 is lower than we budgeted by quite a bit. We had budgeted to have \$1,050,000 as our beginning fund balance in the general fund for 24-25, and as the numbers stand right now we are sitting at \$804,920.73 per the report handed out. The numbers on this report will still change as we are on accrual basis accounting and there are still things that will be accrued back to that year through the end of August. She also said she has not completed year end transfers to other funds yet. The board was reminded that this is in large part due to the investments we have made over the last couple of years in our facilities with the new modular classrooms, new playground, and there are also several summer projects that we had to pre-pay half down on to hold the contractor, so those things were budgeted in 24-25 but have already been partially paid for. Overall the district is still in a very good financial position, and we can work to build back the fund balance to where we budgeted. We are getting the 24-25 year started and prepping everything for the start of the school year.
- iv. No AD report in the summer

5. NEW BUSINESS

- i. Approve purchase of two new buses, including financing over 5 years
 - i. Emma went over the financing documents with the board, including total cost and interest rate and explained that financing is necessary since our numbers have come in much lower than projected. This will give us more flexibility in our budget to finance the bus purchases.
 - ii. **Director Skip Inscore moved to approve the bus purchasing and five year financing. Director Babette Larson seconded and the motion carried with all Directors present voting yes.**
- ii. Superintendent's Contract
 - i. Casey stated we didn't change much – there were just a couple small changes – instead of insurance we did an HRA option, 5 more days vacation, and the 403B option rather than the PERS 6% since Mr. Melendez is already a PERS retiree. He will work with Emma to change the vendor to Invesco rather than American Fidelity.
 - ii. **Director Skip Inscore moved to approve the Superintendent Contract. Director Matt Hettinga seconded and the motion carried with all Directors present voting yes.**

6. RECOGNITION OF VISITORS

- i. No comments from Mark who was the only visitor.

7. ACTION ITEMS

- i. Elect Board Chairperson

- i. **Director Skip Inscore nominated Casey Fretwell to continue as Chair. Director Matt Hettinga seconded and the motion carried with all Directors present voting yes.**
- ii. Elect Board Vice Chairperson
 - i. **Director Skip Inscore moved to nominate Mani Martin to continue as Vice-Chair. Director Babette Larson seconded and the motion carried with all Directors present voting yes.**
- iii. Annual Designations
 - i. 7.3.1 Chief Administrative Office/District Clerk – Jose Melendez
 - ii. 7.3.2 Deputy Clerk – Grant County ESD/Emma Winkelman
 - iii. 7.3.3 Custodian of Funds / Authorized Signatures:
 - 1. District Funds (General and Student Body) Authorized Check Signers – Emma Winkelman, Jose Melendez, Lori Smith, Casey Fretwell, Tara Young
 - 2. VISA Card approval – Lori Smith, Tiffnie Schmadeka, Jose Melendez, General Dayville School District – all with \$10,000 limits each card
 - iv. Skip asked about Tara being a signer and Emma explained that is so we have two signers at our ESD office so we can get checks out in a timely manner.
 - v. **Director Babette Larson moved to approve annual designations 7.3.1 through 7.3.8. Director Skip Inscore seconded and the motion carried with all Directors present voting yes.**

8. Director Comments

- i. Casey wrote down the items from the meeting of gates at the house – verbal approval from the board – consensus is in agreement. Air conditioner – start with filter and work with Miles.
- ii. The board expressed their excitement that Mr. Melendez is here and said to let them know if he needs anything.
 - i. Mr. Melendez extended his appreciation to the board.
- iii. The new staff house just needs set in place and hooked up to all utilities.
 - i. Casey argued with them about the retaining wall but they kept digging down and down. He said Leland got approval from Davida in June to add that to his bid and it will only be a couple thousand extra for something non-engineered.
- iv. Mr. Melendez said that he won't be here Friday to see the home arrive unfortunately due to making his own move.
- v. Skip asked if we are going to have any kind of Meet the Superintendent event? Historically we've had an ice cream social shortly after school starts sponsored by the school board.
 - i. Mr. Melendez will seek the help of Lori to plan the event.

9. ADJOURNMENT

Chair Casey Fretwell adjourned the meeting at 7:52pm as there were no other items on the agenda.