

DAYVILLE SCHOOL BOARD OF DIRECTORS
Regular Board Meeting
September 23, 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 School Board Room. In addition to the Chair, those directors present were Babette Larson, Skip Inscore, Matt Hettinga, and Mani Martin. Also present were Superintendent Jose Melendez, Business Manager Emma Winkelman, Facilities Manager Miles Steele (zoom), and Athletic Director Tiffnie Schmadeka (zoom).
- ii. Directors Absent were: None
- iii. Visitors present: Mike Springer, Emma Valade, Sydney Thompson, Dale Valade, Andy Valade, Lori Smith, Mark Habliston (zoom), Emmaleigh Larson

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

3. APPROVAL OF THE CONSENT AGENDA

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

4. REPORTS

- i. Mr. Melendez gave his report and started by mentioning the mission statement as it is always listed at the top and a reminder that it is used to give him direction. He mentioned the staff home and challenges that continue to pop up with it. The heat and cooling unit bid had been accepted from All Air in La Grande at a Cost of \$7,588. They weren't able to finish the work because of the inadequate power source, and Miles has been in contact with the company working on that. Miles stated he doesn't know what the current status on that is right now. Miles doesn't know if it's an OTEC issue or our issue at this point, but we'll work to figure it out. Mr. Melendez did a full walkthrough with Mr. Kastner in late August and he told us that someone entered the home and took the door & door jam out of the master closet. Because the company didn't leave locks on the doors when they left it for us, they had to come replace it. On a positive note the titling for the home has begun and we now have proof of ownership. He received a call from David Billar regarding a fence/retaining wall by the house between it and their property and gave a summary of the Billar's request to the board. They are requesting us to install a retaining wall of 2-3 feet, and then they would install a 6 foot fence on top of the retaining wall to allow better privacy. He asked the Billars for permission to trim the trees around the house and the answer was yes, as long as it is at our cost. Mr. Melendez invited the board to discuss the wall & fence. Miles stated that the Billars indicated that if we wouldn't do this then they plan on asking the city for an ordinance to build a 9 foot fence. Miles stated that they wanted the retaining wall to keep the dirt on our property from sliding into their fence. The proposed fence is probably 20 feet from front door and the property line is basically the irrigation ditch. Matt stated that there's nothing to keep them from building a fence on their own side and it's not the school's responsibility. The closer they get it to their own unit, the more privacy they will get from it. The Billars didn't entertain the idea of putting the fence on their side of the ditch. Casey stated to be neighborly he would entertain the idea of a fence,

but no on retaining wall. Babette and Casey both stated that it's a no for them. Skip stated that in the City variance process, the school will get the chance to state they oppose the fence if the Billars apply for the variance. In Skip's opinion having a 9 foot fence is one thing and a 6 foot is another. They are trying to get around the variance it sounds like. If there's a retaining wall, with a fence on top, no variance is necessary. Mr. Melendez asked the board if one of them could help him draft the language, but they weren't sure what the language could be. Mike looked at his maps and stated that there is actually a 12 foot easement down the whole property of ours that would prevent us from putting a fence there. It's an access easement so those can't be tampered with. Mr. Melendez asked Mike to give the board the update he had on the home site. Mike stated that right now the plat has been reviewed by the county surveyor. The City will vacate school street and will put it back in the same spot but it will be the same width all the way around. This whole thing has been presented to the City and they are working with us on it. This property was a bear as it is made up of at least 6 different properties being deeded to the school at various points in time since about 1933. Once the City does its ordinance to vacate the street, he'll add that number to the plat, and then the county surveyor and school will sign. Emma asked if there are any board action needed, and the answer was no, typically someone such as the Superintendent just signs on behalf of the board, but it would be good to designate that signer by board action. **Director Babette Larson moved to designate Mr. Melendez as signer on the home site plans outside of a meeting. Director Skip Inscore seconded, and the motion carried with all Directors present voting yes.** Weight room discussion was next – Mr. Melendez presented one agreement from Monument that Laura shared with him to look over. Babette asked if they got the same story from their insurance company? Yes, but they agreed as a board that it was safe enough to have this form. Prairie City also responded to his inquiry – they have a similar process and borrowed Monument's form as well, and are still contemplating the idea of doing background checks on anyone who uses the weight room. They both have strict language that people cannot use it during school hours or when a school event is scheduled for that space. School things have first priority. Skip doesn't have a problem but wants the stipulation that nobody can be in the room by themselves. Babette and Mani agreed. There is a phone in there, yes. The school also needs to put up safety posters per Skip as well. With the key cards if there's any suspect of foul play you can just cancel all of them at once. Casey stated that it sounds like we're all in favor just with rules and stipulations. Casey asked about the insurance requirement – do we require proof? No not really. Should we charge a small fee to cover key cards and things? Mr. Melendez said he would be in favor of that to make sure there's some skin in the game, and all agreed. Miles thinks the key cards were \$10 each from Bend Lock & Safe. \$20 for a year was proposed. Emma proposed a \$20 one time fee and \$10 fee if you need a replacement key card. The keycard is essentially a sign in and log of who was there at what time(s). All were in favor of moving forward with this and see how it goes and if there are any issues they will address it. Daycare was the next topic and we have learned about new rules recently regarding the daycare from DELC (Department of Early Learning Center). Mr. Melendez clarified that he misspoke to one of you when he was asked if we have any grant money to help fund the daycare and the answer is no. He outlined our current practice for welcoming kids into the daycare. As it stands we have a formal registration process with enrollment forms, and getting commitments from parents on which days so that we know what spots are open on certain days. Emma Valade spoke about circumstances of having a kid dropped off at random with medical items,

planning for the day being interrupted, allergies without proper knowledge, etc. It's a safety issue for having random drop offs. Skip called around and found out about other daycares in our area – 2 of the 3 they talked to make people sign and pay for monthly commitments whether the kids attend or not. Babette asked about us talking about this in the past – she thought we were making people pay even if they didn't show up. Lori and Emma (W) verified that this is not the case because we are just billing on the attendance sheet that Emma (V) keeps. Skip said the other thing they found out is that others are charging \$35/day and we are charging \$25 for a day. One charges \$35 per day no matter how long your child is there. Skip noted that it's something that should be offered first and primarily to Dayville residents. Mr. Melendez stated that he was contacted by one board member stating there was a lot of interest for more use in the daycare. Mr. Melendez invited Lori to speak on the rules updates and she reported that what DELC had always said in the past was that you need one caregiver for every 4 kids. When they re-did the manual they must have noticed that small daycares can't sustain that because they now have a chart that was passed out to the board that determines the caregiver to child ratio. They base it on how many kids are under the age of 2. Mr. Melendez brought up the fact that Miss Emma (V) has had a verbal agreement from maybe three Superintendents ago that she would not pay the fee for her own kids being in the daycare. Mr. Melendez started to explain that to him this was an issue of fairness and risk for the district, but he was soon cut off by Babette, who stated that "Emma is a gem and huge asset to us so she should get free daycare." Casey added that "handshake agreements from prior are okay by him." All board members agreed (rather none spoke up against) that she is grandfathered in and will continue to not pay for her daycare services. Mr. Melendez moved on to the analysis that Emma (W) put together comparing the last five years of revenue and expenses for the daycare. It operates at a loss each year. They asked if there was grant funding for daycare? Not other than baby promise which Emma V, Emma W and Lori S all verified won't happen for rural schools for many more years. It was stated that we can't expect Emma (V) to do it all with kids that age. Mr. Melendez explained that the aide who is in the daycare was only hired part time for daycare, and then part time provides support in any other needed areas around campus. It was stated that if there's a place to take an aid out of, there's got to be somewhere else better to pull from. Skip stated that he doesn't think we should take kids who live outside our community (with the exception of staff's children). It was asked of Emma W if she would recommend hiring another staff member for the daycare and she stated that we aren't going to recoup the money we need to if we hire more people. Casey stated he doesn't think that we can financially take on hiring another staff member. Emmaleigh entered the room around this time, and Babette asked her if she minded the fact that she paid for daycare and Emma does not and she stated no, she doesn't mind one bit. The board asked that Mr. Melendez keep looking for grants that could help us pay that \$42,000 for the extra staff member. Mark Habliston noted that there Roundhouse or Ford Foundation might be options, but they are just a bandaid as they would only provide money for a short period of time. Mr. Melendez moved on to talk about the fire and thank some people who helped in getting food, water and distributing those things. Skip reported that we delivered about $\frac{3}{4}$ of what was received. Jose gave the board everything he said on his first version of coffee time. Babette stated that she heard the coffee time and it was very good. Babette and Mani voiced that Jose should not text that late at night again please. Mr. Melendez stated that they did a survey for grade 6-12 students to find out what students might want to do in terms of after school programs. Lindsay Clark has

volunteered to coordinate the program. Mark spoke to the original IG (integrated guidance) plan and having community instructors come in to provide a once a week after school session for ceramics, art, cooking, or anything they're interested in. The results of the survey were – 24 kids responded, #1 was shop type such as welding or wood, #2 was home-economics related, #3 was performance arts, #4 was computer tech, and lastly was foreign language. There were a lot who said we'd like to but our sports, or other after school obligations will prohibit it. Wanting different sports was one of the things from the survey – golf and wrestling were mentioned. Sydney wanted to clarify that she heard from her kids as they were filling it out that they really didn't want to fill it out because they didn't want more to do after school because there's always too much. Skip mentioned a schedule by Mr. Thorne where 1 day a week the schedule (during the school day) would change to include these types of activities. A lot of people in the room didn't think asking kids to come back at night would be a great idea. Mr. Melendez moved on to state that curriculum purchases for chemistry and biology have happened. We are in partnership with IMESD for biology classes with Mr. Knapp as co-instruction. A couple of facilities items – we had a leak under the dishwasher sink that led to a fall (that's how we found out about the leak). The person who fell is okay and we have gotten the leak fixed. Someone going to do laundry in the gym lead to the discovery of a leak in the gym due to water fountain gaskets giving out and we had to have the city come shut the water off. Thankfully the water never reached the wooden floor of the gym. Certain board members asked that Mr. Melendez look into the warranty for the water fountain because they didn't think this was that old. Lori thought it was Craig Merkord who ordered those, so they probably are out of warranty. Lawn services were terminated with Billy Moon after the football field wasn't being adequately cared for. Skip asked if Miles can keep up with all that, and if needed, Jose will cut grass where needed to help out. There is some pending work from Joel Combs – some painting work to finish up and getting the downspouts on the modular buildings – he's saying it will just be when he can fit it in at this point. He's offering to reimburse the district for the second coat of paint on the modulars as he is stating that it isn't necessary and he doesn't have time. Casey & Matt stated that we should just get our money back on the paint. The downspouts for this building though are another thing and need to be completed.

- ii. Miles gave his report which included that a lot of his items have already been gone over in the Superintendent report. The one thing is getting tree trimming done around campus – we are trying to get quotes but it's been hard to find people to come do that for us. Miles gave an update on the All Air mini-split unit at the Superintendent house – All Air won't touch the unit because it's a DIY thing, and as 2 years ago they are recommending replacing the unit. We will need to keep this on the list for future things we need to replace. Something to budget for next year (next spring).
- iii. AD report – Tiffnie reported that middle school is off and doing well with 14 kids between football & volleyball with both A&B games for volleyball. They've had more games than practices due to the week off for the fire. High School – volleyball has 8-9 and football around 14. First home football game in Dayville on Friday. Chris & Miranda are coaching football, Mary & Aubrey are coaching volleyball. Game schedules are fluctuating quite a bit due to fires and officials but we are working around all that. How is it going with the new buses? It's great – last week was our first week having both of them and they've been great so far.
- iv. Emma gave her report which included an update on the progress of the 23-24 audit, and going over the numbers on the financial statements.

5. NEW BUSINESS

- i. None

6. RECOGNITION OF VISITORS

- i. Sydney was asked to do a Facebook a long time ago by Dr Irving, and she was asked by Mr. Melendez to do it as well, and she wants to either do it or leave it behind. She doesn't realize why we're still waiting, she'd like to just move forward with it. The board stated that at the last meeting they pretty much gave their blessing to move forward with it. Babette asked if there is a stipend for it? Mr. Melendez stated that is the part we still have to figure out along with a couple other minor details. Sydney stated that Dr. Irving offered her money for it, but she doesn't care about that and doesn't expect it. Dayville Tigers will be the account and she understands the parameters around it and being careful with what we're posting. Mr. Melendez clarified that the only missing piece was that last connecting with Sydney on it and requested that they get together very soon to finalize things before they officially start it up.
- ii. Emmaleigh stated tonight that she came for daycare and her concern is for Emma and if she doesn't have anyone else in there to help her is someone at least checking in on Emma? She wants us to be careful that its not just a daycare it is a community thing and we need to make sure we are treating all staff right and make sure they feel like someone cares. Skip asked if she has a way that if there's an emergency can she hit a button to alert? Emmaleigh responded that its not about emergencies it's the regular stuff. You can't leave someone with infants and never check in on them. Emmaleigh stated that we should be mindful about it because Emma is irreplaceable & there will never be another Emma.
- iii. Tiffnie had a public comment she was saving – listening to a ton tonight and processing it – she's heard a lot and it seems like we're taking an aide out of a space where routine is key and what stuck with her was needing help in the kitchen – it seems it would be easier to pull an aide from another spot – it's important to see where the needs are and not always pull from one place because then that position maybe seems a little less valued – explore all of the other options.
- iv. Mark said he had nothing to comment.

7. ACTION ITEMS

- i. Set cap of accepted out of district students
 - i. It was asked what it was prior – last year was 20% of previous year enrollment for middle school & high school, and zero for K-6 students. But it was reminded that that situation was due to being down an elementary teacher.
 - ii. Jose proposed 30% since our numbers are so small.
 - iii. **Director Mani Martin moved to set the cap of accepted out of district students at 30% of prior year enrollment. Director Matt Hettinga seconded and the motion carried with all Directors present voting yes.**
- ii. Set tuition rate for nonresident students without approved inter-district transfer
 - i. Emma reminded the group that we have to do this because if we don't and a transfer is denied, then neither school gets the funding for that student.
 - ii. In the past it was set at 1% of current state rate (which is about \$100) but waived if the student qualifies for free and reduced lunch.
 - iii. **Director Skip Inscore moved to set the tuition rate for nonresident students without approved inter-district transfer at 1%, being waved if they qualify for free & reduced lunch. Director Mani Martin seconded and the motion carried with all Directors present voting yes.**

8. Executive Session – none necessary

9. Director Comments

- i. Matt asked about the week we missed for the fires. Is this time we are going to have to make up? Mr. Melendez answered that our calendar had two days built in – and we used one day for the water. The fire week we would have to make up, but we are applying for a waiver with ODE and because it was a natural disaster we will be waived of the obligation of those seat hours for students. The sooner the better for getting that waiver turned in was noted. We do have to be careful in that we only have one day left as cushion in the calendar. The state has told him we'll be granted the waiver, we just have to get the paperwork put in.
- ii. Babette asked if it was legal to put out a survey to the staff asking just three questions about the Superintendent since it's an interim position to get some feedback from the staff on what's going well, what could improve, and what the overall environment is like. She was asked by a staff member if they could do a survey (and it was not anyone of relation to her). Mr. Melendez welcomes that and there's nothing illegal about it. He stated that the board could do that but they wouldn't be able to do the survey themselves due to potential conflicts of interest.
 - i. Skip stated that if we are asking the teachers to bear their soles, what are we going to do with the information? Casey suggested a work session to talk about things they've heard as adults and see where it goes.
 - ii. Babette re-stated that the survey would be generic – what's going well, what could be improved on, and an overall impression/summary on how it's going.
 - iii. Skip stated that if we wanted to do that, we have our meeting and talk, and then work on it and then after Christmas send out the same survey and then we have something to compare the first one to.
 - iv. Skip would like to just have the opportunity to sit down and speak freely for a bit.
 - v. It was decided that at the next board meeting we will hold executive session to review and evaluate the performance of the CEO.
- iii. Babette stated that she thinks that the staff could benefit from Mr. Inscore giving them a transitioning Superintendents 101 class. They're trying to adapt to each new person.
- iv. Mr. Melendez mentioned the idea of idea of reaching out to OSBA for coaching/training to develop and grow our board/superintendent relationship because he doesn't feel that they've really gotten their relationship off the ground.
- v. Matt mentioned that he feels like it's been a really weird start of the year with a lot of drama and things that have happened.

10. ADJOURNMENT

Chair Casey Fretwell adjourned the meeting at 9:42pm as there were no other items on the agenda.