

DAYVILLE SCHOOL BOARD OF DIRECTORS
Regular Board Meeting
August 13, 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 6:58 p.m. in the Dayville High School Library. In addition to the Chair, those directors present were Babette Larson, Skip Inscore, Matt Hettinga, and Mani Martin. Also present were Superintendent Jose Melendez, and Business Manager Emma Winkelman.
- ii. Directors Absent were: None
- iii. Visitors present (all virtual): Miles Steele, Mark Habliston, Emmaleigh Larson

2. APPROVAL OF THE AGENDA: *Director Mani Martin moved to approve the agenda with the addition of 7.3 Designate Emma Winkelman as VISA card Administrator. Director Babette Larson seconded and the motion carried with all Directors present voting yes.*

3. APPROVAL OF THE CONSENT AGENDA

- i. *Director Skip Inscore moved to approve the consent agenda. Director Mani Martin 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 stated that he received an inquiry early in the month about our financial condition – asking if we are in the red and able to provide full education to our students. He made the following remarks to the board – his role as executive officer of the district, his role in fiscal responsibility and stewardship of resources, and his responsibility to lead and execute the organization, reorganization, and arrangement of all staff including instruction and business affairs to ensure healthy fiscal responsibility. Mr. Melendez highlighted the fact that he takes fiscal responsibility very seriously. He stated that we are in a strong fiscal financial position and prepared to meet all financial obligations, and remain in the black with our general fund budget. He welcomes any other questions as he did from the previous concerned citizen. Mr. Melendez spoke about curriculum expenditures for the new science curriculum, and professional development related to that curriculum. He was able to save us some money on the professional development and still get some great training for our staff. The 9-12 grade curriculum was not ordered for this year, we will order it in the spring so we have it the following year. Skip asked if we can order this after we get a science teacher since there's a chance that the new science teacher won't like what we've ordered. Mr. Melendez said yes that would be the ideal situation. Matt asked if it takes a while to get the curriculum once it's ordered? Yes, it trickles in as our supplier gets access to it. Mr. Melendez brought up the topic of social media and asked Mark to jump in with the history of how the idea came about. Mark stated that it was brought up in the needs assessment through integrated guidance. The community wants to hear what happens at the school, and other district's Facebook pages were brought up as an easy access point. Dr. Irving had previously brought up making a social media page – keeping it controlled (no comments) and using it to highlight the great things we're doing. He and Dr. Irving had previously talked with Mrs. Thompson about it and about using it as a

digital media type class even where students are the journalists – make it a teaching moment, but it got put on hold after Dr. Irving decided to leave. Mr. Melendez stated that this is an area where we can enter with a lot of care and a lot of safety precautions. What we don't want to see is putting out a platform that gets negative associations – which is why we want to put comments on pause until we get it fully up and going and the positive culture is established. The board thought it would be great, acting as an enhancement of our website, and no comments are necessary by any of their opinions. It will be a Facebook platform that is linked to our web. We want to make sure that we are very protective of our teachers, students and families. Mr. Melendez reported that the weather sensor station has been installed on our campus – this was donated and put on the wall between the high school and gym. Anyone can access the data online at purpleair.com. Facilities were discussed – Mr. Melendez noted that the lawn services that we had in place have been brought back in house for the most part. The contractor will continue to do the football field but Miles will take on the rest of the lawn maintenance. We had spent about \$60,000 for 13 months of service, which is just way too much for us to be spending. Babette asked how much for the football field for the year – Jose said about \$10,000 for the year. Casey asked if there was a contract – no there was never any contract, it was just a handshake agreement. Casey pointed out that we landscaped the front hill in a dry scape landscape so it would need very little maintenance and now we are watering it and have to mow it. He asked if we can just install a drip line that runs to the plants an hour a day. Mr. Melendez stated kept the company for the football field because he didn't want to put the entire load on Miles at once. The idea of summer worker program for the future was outlined by Mr. Melendez. Matt asked if we still have all our own equipment – yes we still have a very nice mower. We are working on monitoring the work we do get and making sure they are honoring the services we are being billed for. Miles still does irrigation, correct? Yes, the irrigation was never part of the services contracted. We've hired Raegenn Van Tassel for the month of August before she goes to college and she's been doing all sorts of jobs around our campus, mainly extra summer cleaning. Joel Coombs has been finishing up projects to the tune of almost \$31,000 over the summer which include the modular being painted, down spout lines, high school basement, elementary exterior paint and gutter work, gym bathrooms/laundry floors. The boys locker room was the only one worked on. Mr. Melendez noted that he is very aware of Title 9 efforts – he only chose to focus on the boys because that's where the laundry is and we had to keep that side water safe. An update was given on the new staff home – it was placed in backwards, but corrected at the vendor expense. He has accepted a bid from All Air of LaGrande to install a heat pump (this was not included in the original home purchase). This will cost \$7588. The contract stated the home came AC ready, but not with the unit. We are still hoping that we are not asked to put a retaining wall in. He had a conversation with Mayor Valli Hettinga about the water lines going to the house – they both agreed, we are responsible from the meter to the house, but from the meter to the main is the city's responsibility, and the city is working on getting it connected. Casey reported that he helped dig it out and passed it off to the city last Monday. They were going to have Randy Kimball do the rest, but they will have to get a meter for it. Casey wonders why it is still sitting since last Monday. Jose will follow up with Valli and get an update and report to Casey. Because we learned of these delays early enough, we were able to get an Airbnb for the music teacher for two months in the mean time while we get this all finished. Babette asked about the corner in Mrs. Fretwell's classroom and Mr. Melendez stated that they discovered that it was caused by the water

catchment system that had previously been there. Now that the down spouts are installed, it will no longer be an issue. We were able to cure, dry & paint it. We did invite our teacher to give their input on the painting, but there was no response. The certificate of occupancy on the house is pending all the finishing items. Mr. Melendez passed out the in-service schedule for August 2024 for the board to review. He is personally inviting the board tomorrow for breakfast to see the launch of the year.

- ii. Miles gave his report which included that there's a lot going on this last month. Completed items – daycare building, modular buildings, elementary buildings, boys locker room, and HS downstairs floors. We were forced to put some things on hold because Joel ran out of time with teachers and staff coming back tomorrow – we will be tentatively on the books for next summer or regular breaks as weather allows for the boys & girls bathroom floors in the elementary, girls locker room, SPED classroom painting, and maintenance building painting. The staff house is just waiting on the water, and we are currently working on it with the city since there had previously been service there. Everything is ready to be put in motion but it's just a matter of getting the water done so they can finish the rest. The last Miles heard is that Colin didn't have the expertise to fix the line so he's contacting Prairie City to help with that process. Miles brought up the fact that we have a lot of things we could get rid of - over the years schools collect a lot of stuff – old desks, chairs, bookshelves, etc. He asked if there's potential to surplus those old items. All board said yes, please get rid of it! Emma was asked about surplus rules and she was unable to answer on the spot, but looked up the board policy and read it to them (anything under \$500 needs declared, but then can be gotten rid of). The gate for football field was brought up and discussed. It may be something that needs replaced, but for now we will just repair it.
- iii. Emma gave her report which included the details of our finances. She included an updated June 2024 general fund report, which shows our ending fund balance at \$670,416 which is much lower than we budgeted for our beginning fund balance for 24-25 of \$1,050,000. She reminded the board that we will still be accruing items back through the end of August, and she reminded them that we still have the new staff house reimbursement coming in for \$125,000, so that will help out a lot. Emma stated that we are still in a really good financial position, definitely not in the red, our fund balance has just gone down, but is still well above the \$400,000 per year it used to be. Emma provided a new report called the Cash on Hand report which showed that as of the end of July we have \$1,177,884 cash in the bank, which includes our first state school fund payment of the year. Emma handed out the 24-25 budget copies that she forgot to bring in July, and she pointed out that if we spend like we budgeted, we will end 24-25 with only \$405,000 as our general fund carryover. We will be back to our old amount if we don't find ways to save and be very careful with our spending. She stated that it is her and Mr. Melendez's goal to save where we can and build that carryover back to what we were hoping it would be. She stated that she is enjoying working with Mr. Melendez as she doesn't have to worry about him over-spending. With his high level of fiscal responsibility, we should be able to get our fund balance built back up.
- iv. No AD report in the summer

5. NEW BUSINESS

- i. Sign Confirmation of Receipt of Governing Body Questionnaire
 - i. Emma passed out the questionnaire from the auditors and explained that they need to fill it out and return it to them as soon as possible in the stamped envelope she provided.
- ii. Weight Room Discussion

- i. Mr. Melendez stated that before Davida left the board was given letters from PACE regarding the risks involved in having a non-staffed facility. Insurance stated that we should either staff it or not open it to the public. What if we create a waiver statement to hold us harmless? We can create that, but it would never hold up in court if something were to happen to go that far. Skip asked what would constitute supervision by the district? If the district had someone there from certain days/hours who could supervise, could we just limit it? It has to be an employee of the district. If there are supervision the likelihood of someone “making things up” is much less. There is no camera inside, only outside on the door. Babette asked how other schools do this and if he can find out? Yes, he will do some asking around. Skip and Emma noted that the schools they know of in our area there is some sort of school employee there at all times. Skip noted how dangerous guys lifting weights are. He would like to see the community be able to use it but only at certain supervised hours. Casey wouldn't be opposed to saying no and blame in on the liability for awhile until someone wants to step up and lead an organized time for it. Matt agrees. Mr. Melendez noted that people wouldn't be able to use it during our normal business hours. Casey stated that there are more reasons that it doesn't make sense that it does make sense. Can we table it until we research it more and if a staff member steps up in the meantime to lead it? Yes. Mr. Melendez noted that if a staff member does step up we would more than likely have to compensate them for that. Skip brought up the idea that it would not be a school sponsored event but a city sponsored event that is being supervised by a school staff. Is the facility use document enough for this? We will have to ask that. In Skip's opinion, the supervisor should have to go through a weight safety training. Matt – it still goes back to the insurance for him. Mr. Melendez re-iterated that if we don't have it staffed we aren't covered at all from an insurance point. If we do have it staffed we are covered. The consensus was to table it for now.

6. RECOGNITION OF VISITORS

- i. No comments from our virtual attendees.

7. ACTION ITEMS

- i. Approve 2025-2026 Budget Calendar
 - i. **Director Babette Larson moved to adopt the 2025-2056 budget calendar. Director Mani Martin seconded and the motion carried with all Directors present voting yes.**
- ii. Approve Invesco Resolution
 - i. **Director Mani Martin moved to approve the resolution as presented. Director Matt Hettinga seconded and the motion carried with all Directors present voting yes.**
- iii. Designate Emma Winkelman as Visa card Administrator
 - i. **Director Mani Martin moved to Designate Emma Winkelman as Visa card Administrator. Director Matt Hettinga seconded and the motion carried with all Directors present voting yes.**

8. Executive Session –

- i. Executive Session was entered into at 8:31pm
- ii. Regular meeting resumed at 9:20pm

9. Director Comments

- i. Directors have already spoken all comments prior.

10. ADJOURNMENT

Chair Casey Fretwell adjourned the meeting at 9:21pm as there were no other items on the agenda.