

DANVILLE SCHOOL BOARD
Regular Meeting
Tuesday, September 5th, 2023, 6:00pm
Danville School Library & Zoom Teleconference

Meeting Materials:

- [Video Recording](#)
- [Meeting Packet](#) (includes the principal and superintendent reports and other relevant documents sent to board members prior to the meeting)

School Directors Present: Clayton Cargill, Tim Sanborn, Melissa Conly, Molly Gleason

Absent: Dave Towle

School Administrators Present: Acting Superintendent Anne Landry, Secondary Principal Natalie Conway, Athletic Director Randy Rathburn, Elementary Principal Sarah Welch via Zoom, Director of Finance Mike Concessi via Zoom.

Public Present: Ginni Lavelly, Jared White, Kaity White via Zoom

1. **Call to Order:** Clayton called the meeting to order at 6:06pm. Introductions were made around the room.
2. **Additions/Changes to Agenda:** Melissa moved to add a parent question from Jared White to the agenda, seconded by Molly, all in favor.
3. **Approve Minutes:**
 - MOTION: Tim moved to approve the June 27th, 2023 minutes with a correction to the date (June 27 in place of June 23), seconded by Melissa, all in favor.
 - MOTION: Tim moved to approve the July 18th, 2023 minutes, Molly seconded, all in favor.
4. **Administrative Reports:**
 - Superintendent's Report - Anne and Clayton shared Mark's report in his absence
 - Mark has started his medical leave will be on leave through September
 - Families received the Free and Reduced Lunch forms to collect family income data, which is critical this year as the state will be using data to determine school funding. Question about whether it could be made available online; administrators will look into it for next year.
 - Student testing results will be available soon.

- Student Services Report - Anne
 - It has been difficult to hire school psychologists; services to students are being offered virtually. There is one full-time school psychologist position open.
- Principals' Report - Sarah and Natalie
 - Reiterated the importance of the Free and Reduced Lunch forms. Danville has had a waiver for the past three years and the forms are vital to Title 1 funding next year.
- Facilities Report
 - Facilities Director Shawn McNamara shared a written report which is available in the Meeting Materials link.
 - Natalie reported that the new doors are working well; some existing doors needed repair, but are fine now.
 - Clayton shared that the lighting project is done, and Shawn is getting bids on fixing the entry signs.
 - Natalie shared there are two entry points to be buzzed in, putting us in compliance with the new state law.
 - Anne will check with Shawn about submitting a quarterly facilities report to the board.

5. Board Business:

- FY22 Audited Financial Statement (*Discussion*) - Mike presented
 - Reviewed the financial audit, directing the board to the 3-page executive summary.
 - Recommendation to the board to approve the chosen tax anticipation note, which has been done.
 - Question on the net position decrease of 3.4%. It is due to expenditures that were not in the budget and taken out of reserve funds for the biomass fuel boiler, yurt, and security updates. Fewer tuition students also had an impact on revenue. The year ended with funds remaining in all accounts.
- Preliminary FY23 Financials (*Discussion*) - Mike presented
 - Revenue was overestimated due to six fewer students enrolled than anticipated. The administration distributed leftover funds in the Medicaid subgrant to districts which helped to make up the difference. The preliminary results show a decrease in the unrestricted surplus, down to \$354k, due to the lighting project, athletics, the yurt, and elevator lift repairs.
 - The budget process will be starting earlier this year.
- Air Handler / ERU Unit Status (*Discussion*) - Clayton shared Mark's memo
 - The 1:1 replacement will cause problems down the line, and the system needs to be engineered. Replacing the units is still a pressing need.

- Clarification on the quote process for the air handlers and the role of the Building Advisory Committee: In the spring, the board refocused the committee to discuss space issues, and the board decided to take on the building repairs and code work. This was discussed at a board meeting, and there was consensus for Mark to get bids for lighting and ventilation. The board is in agreement about the complexity of the work, and the need for a general contractor.
- Building Advisory Committee Update / Future Meeting Planning:
 - Molly shared that the committee's work group (Mary Beattie, Rob Balivet, Melissa and Molly) is preparing survey results, and a report will be available at the October Building Advisory Committee meeting.
 - The board will set a date for the October meeting
- Town Meeting Committee Update (*Discussion*)
 - Clayton shared that he is serving on the Town Meeting Committee as a school board representative to discuss the voting process at Town Meeting Day. This could be a possible senior project for a student, and Natalie has connected with another Committee member about exploring that possibility.
- Changes to Athletic Director Position / Structure (*Discussion*)
 - Clayton shared that the board doesn't approve of the Athletic Director position. Randy has moved to a CCSU position, serving Danville, Twinfield and Cabot. His salary is funded by Danville, and the new Interim Assistant Director position will be funded by Twinfield/Cabot; they are not structured as CCSU positions at this point. This is due to the intermingling of sports over recent years, and the shift can't be made now. Clayton will be bringing this to the CCSU Board.
 - Randy shared that Danville hosts other neighboring towns in many sports: Peacham, Walden, Barnet don't offer school programs. This fall, Danville is hosting Twinfield/Cabot: four are on the 7 / 8 girls soccer team, six on the 7 / 8 boys team, seven on the girls varsity team. Twinfield/Cabot and Danville boys soccer teams are separate for now. There are no playable fields at Twinfield or Cabot due to the flood. Part of the reason for this change is numbers, and discussions started three years ago when Twinfield needed players for baseball and Danville needed players for softball.
 - Clayton added that having these positions as CCSU positions may allow Danville to bill schools for students from other towns participating on Danville's teams, with that discussion pending at the CCSU level.
- Sevigny Fund Request - Cedar Hedge Trimming (*Discussion / Possible Approval*):
 - Randy shared a proposal for \$3,850 for cedar hedge trimming at the varsity soccer field.
 - MOTION: Melissa moved to approve \$3,850 out of the Sevigny Fund, Tim seconded, all in favor.
 - Randy stated that they won't ask for funding from the Sevigny Fund until March, due to the restrictions with the fund.

- Parent Question (agenda item added at the beginning of the meeting) - Jared White
 - Jared asked the board about adding a batting cage to the Little League Field, similar to the one at the Town Complex. Possible funding sources would be fundraising and Little League, not the Sevigny Fund. Clayton advised that he talk to the building administrators.
- Student Representative Recruiting (*Discussion*):
 - There is one student representative interested in the position. Discussion on whether the policy includes all high school students. Molly will look in the past minutes.

6. Public Input:

- Ginni Lavelly gave public input. She will connect with Natalie outside of the meeting. Natalie and Anne will provide this year's enrollment data at the October meeting: data by grade, IEP information including 1:1s, number of tuition students and sending towns for tuition students and staff/teacher/student interactions.

7. Future Agenda Items / Next Meeting:

- Update from Randy
- Update from Mark
- Town Meeting Committee Update
- Preliminary Budget
- Principal Reporting: Enrollment data
- Next Board Meeting: October 3rd
- Next Building Committee Meeting: October 10th, 6pm, Room 504
- Events: Book Fair and Open House

8. Adjourn

- Motion: Tim moved to adjourn, seconded by Melissa, all in favor. Meeting adjourned at 7:21pm.

Respectfully submitted by Molly Gleason, Clerk, September 6, 2023