

DANVILLE SCHOOL BOARD
Special Meeting: Annual Reorganization
Thursday, March 7th, 2024, 6:00 pm
Danville School Library and Zoom Teleconference

Meeting Materials:

- [Video](#)
- [Meeting Packet](#) (sent to the board prior to the meeting; includes superintendent and principal reports)

School Directors Present: Clayton Cargill, David Towle (present for part of the meeting), Tim Sanborn, Molly Gleason, and Eric Hewitt

School Administrators Present: Mark Tucker (Superintendent), Sarah Welch (Elementary Principal), Natalie Conway (Secondary Principal)

1. **Call to Order:** Superintendent Mark Tucker called the meeting to order at 6:00pm in the absence of a chair. This was the annual reorganization meeting to elect director roles, including a new board chair. Introductions were made around the room.
2. **Reorganization of the Board:**
The first order of business was for the Board to elect a chair. Mark opened the floor to nominations.

Elect Chair: Tim moved to nominate Clayton as Board Chair, seconded by Eric, all in favor (Clayton abstained from voting). Clayton chaired the remainder of the meeting.

Elect Vice Chair: Tim moved to nominate Dave as Vice Chair, seconded by Molly, all in favor.

Elect Clerk: Tim moved to nominate Molly for Clerk, seconded by Eric, all in favor (Molly abstained from voting).

Elect 2 CCSU Board Representatives and 1 Alternate: Tim moved to nominate Clayton as a CCSU board representative, Molly seconded, all in favor (Clayton abstained). Tim moved to nominate Eric as the 2nd representative to the CCSU Board, seconded by Molly, all in favor (Eric abstained). Tim moved to nominate Molly as an alternate to the CCSU Board, Eric seconded, all in favor (Molly abstained).

Committee Assignments: Negotiations Council / Superintendent Evaluation Committee:
Eric moved to nominate Clayton to the Negotiations Council, seconded by Tim, all in favor

(Clayton abstained). Tim moved to nominate Clayton to the Superintendent Evaluation Committee, Eric seconded, all in favor (Clayton abstained).

Set Regular Board Meeting Schedule: Consensus to set the regular board meeting schedule to the first Tuesday of the month at 6pm.

Schedule Annual Board Retreat: Clayton reported the supervisory union is holding a retreat and more information is coming soon. Clayton requested to table this discussion via consensus. No vote for now.

Designate Official Newspapers and Posting Stations: Consensus to designate the Town Hall, School, Marty's, Hastings, Danville Post Office and the Danville School website as posting stations and to designate the Caledonian Record as the official newspaper.

Discuss and Adopt Code of Ethics Policy: All board members confirmed they received and signed the policy sent from Katie via DocuSign.

Communication Practices and Handling Complaints: Mark stated that it's important for the Board to understand the different roles between board members, administrators and teachers; operations of the school are the responsibility of the administration. Complaints should start with the teachers, then go to building principals and lastly the superintendent if unresolved. The board's responsibility is policy and for holding the administration accountable for following policies and legal directives and statutes. Sometimes parents will contact school board directors about an issue, and he suggests the first response after listening to them empathetically be to ask what the principals or the child's teacher said about the problem. They'd like to address the problem at the level where it occurred. If the administration takes action against an employee, and they appeal, sometimes those appeals can rise up to the level of the school board. It is preferential that directors do not get involved in the process until the matter comes before them because they need to remain unbiased without pre-knowledge. He added that directors should be careful about talking about things that are not in the public record. If there are matters that come before the board, and in executive session, those are not shared outside of the executive session.

Appointment of the Delegate for the Statewide Health Insurance: Tim moved to appoint Clayton as the delegate for the statewide health insurance, seconded by Eric, all in favor (Clayton abstained).

Signers of Warrants: Tim moved to nominate Clayton as the signer of warrants, seconded by Molly, all in favor (Clayton abstained). Tim moved to nominate Molly as the second signer of warrants, Dave seconded, all in favor (Molly abstained).

3. Approval of minutes:

- January 11th, 2024 (Building Committee)
- February 6th, 2024
- February 26th, 2024 (Informational Budget Meeting for Town Meeting Day)

MOTION: Molly moved to approve the January 11th and February 6th meeting minutes, Tim seconded, all in favor. February 26th minutes were approved by consensus.

4. Administrative Reports:

Superintendent: No report this month due to Town Meeting Day and budget presentations.

Principal's Report: Sarah and Natalie reported. Board members expressed appreciation for the content in the report and discussed adding information that shares with the community the importance and impact of the different positions at school, such as para-professionals and interventionists.

Student Services Packet

5. Board Discussion:

- State Grant for Pollution Control Upgrade - Wood Heat Systems (*Grant Match Discussion/Possible Approval to proceed*). Mark reported.
 - There are two grants available to support an upgrade to the wood chip boiler for pollution control. If approved, the school would be responsible for a share of the costs, estimated to be \$12,000. Board members had questions on 1) is there a cost savings? 2) Will it be more efficient? and 3) How much pollution is reduced? The wood chip boiler is an aged design but with new parts. Mark will reach out to Molly Willard with questions.
- Policy Reviews:
 - Policy E20: Community Use of Schools Facilities (Recommended): An update to existing policy that allows for a Board to allow community use based on a range of criteria and obligations, or disallow community use for any reason. (*Discussion/Possible Adoption*). Tim moved to approve E20 with protocols in place, Molly second, all in favor.
 - Policy D21: Tiered System of Support and Educational Support Team (Recommended). A policy outlining Superintendent obligation to develop and support the use of multi-tiered educational supports. (*Discussion/Possible Adoption*). Tim moved to approve D21, Eric seconded, all in favor.

- Policy D20: Curriculum Development and Coordination (Recommended). An update to existing policy, outlining the SU and District roles in the development of curriculum. (*Discussion/Possible Adoption*) Molly moved to adopt D20, Tim seconded, all in favor.
- Policy F20: Fiscal Management And General Financial Accountability (Recommended). A policy intended to align CCSU fiscal practices with current Federal and State law and regulation. (*Discussion/Possible Adoption*). Eric moved to adopt F20, Tim seconded, all in favor.
- Policy F23: Capitalization of Assets (Recommended). An update to existing policy that provides guidelines for the management of the financial value of capital assets. (*Discussion/Possible Adoption*). Dave moved to adopt F23, Tim seconded
- Policy F24: Prevention Of Conflict Of Interest In Procurement (Recommended). An update to existing policy that defines conflict of interest by employees in the process of purchasing or otherwise expending district monies in the course of their duties. (*Discussion/Possible Adoption*). Tim moved to adopt F24, Eric seconded, all in favor.
- Policy B20: Personnel Recruitment, Selection, Appointment, And Background Checks (Recommended). Policy that outlines SU and District practices related to background checks for potential employees. (*Discussion/Possible Adoption*). Tim moved to adopt B20, Molly seconded, all in favor.
- Policy F26: Security Cameras (Recommended). A policy related to the placement and use of security cameras in school buildings. (*Discussion/Possible Adoption*). Tim moved to adopt F26, Dave seconded, all in favor.

6. Public Input: None

7. Future Agenda Items / Next Meeting Date

- Building Committee Meeting March 14, 6pm
- Regular Board Meeting April 2nd, 6pm

8. Adjourn

Moved by Tim to adjourn, seconded by Dave, all in favor. Meeting adjourned at 7:40pm.

Respectfully submitted by Molly Gleason, Clerk, March 8th, 2024