

DANVILLE SCHOOL BOARD: REGULAR MEETING  
UNAPPROVED MINUTES JUNE 2, 2026

**DANVILLE SCHOOL DISTRICT**  
**Board of Directors Regular Meeting**  
**Tuesday, June 2, 2026, 6:00 pm**  
**In Person and via Zoom**

**School Directors Present:** Clayton Cargill, Dave Towle (via Zoom), Tim Sanborn (via Zoom), Eric Hewitt, Kay Freedy (via Zoom).

**School Administrators Present:** Matt Foster (Superintendent), Mike Moriarty (Assistant Superintendent), Sarah Welch and Natalie Conway (Principals), John Burke (CFO).

**Public Present:** Ellen Foster, Marge Ste Marie, Doug Hallem, Amanda Webster, Matteo Hallam, Adrianna Watrobski (Middle School Counselor), Jordan Sullivan-Stevens, Margaret Priest, Mackenna Benoit, Gabriella Ste Marie, Samantha Ruggles (RHR Smith Auditor)

1. **Call meeting to order:** Clayton called the meeting to order at 6:01pm. Introductions were made around the room.
2. **Additions/Changes to the Agenda:**
  - Clayton adjusted the order of the agenda so that the Board Business-Middle School Presentation, and FY25 Audit Results, could go first.
3. **Board Business:**
  - **Middle School Presentation (Video Timestamp 2:35)**

Clayton shared a Powerpoint Presentation, “From Storage to Strength: The Danville VREC Grant 2025-2026” by the Middle School Student Council. They started by sharing what the Student Council does, and what their goals are. Using a Vermont Rural Education Collaborative Grant of \$1,500, they conducted a project of redesigning and organizing the PE storage closet to be more efficient, safe, easy to use, and easy to maintain. The project benefits both the students of the school, as well as the greater community that uses the space. The project started in the Fall and is almost complete. Natalie thanked Adrianna Watrobski and Zach Baker for helping the student council with this project. Adrianna will be leaving at the end of the school year. The Board thanked her for her work and accomplishments.
  - **FY25 Audit Results Presentation (Video Timestamp 12:54)**

Samantha Ruggles, RHR Smith Audit Manager, gave a June 30, 2025 Financial Statement Presentation. Danville received an unmodified opinion; the highest opinion given. Her Balance Sheet Analysis showed cash and total assets increased significantly in FY25, reflecting strong financial performance. The explanation for this was returned assessments from the Supervisory Union (General Fund + Special Revenue), and \$400k underspent in the area of School Instruction. This can be explained in budgeted, but unfilled, positions. As a result, this increased the unrestricted fund balance; a positive effect. Samantha reviewed a 3-year comparison of Revenues and Expenditures. Danville’s flow of Revenues & Expenditures is consistent with what their firm is seeing throughout the state. She gave a couple recommendations related to operational practices that Sarah will bring back to their office manager.
4. **Approve Minutes:**
  - [May 5, 2026](#)

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MOTION: Eric motioned to approve the May 5, 2026 minutes. Seconded by Kay. All in favor.

**5. Administrative Reports (Video Timestamp 37:06):**

- [Superintendent Report](#)

No questions.

- [Student Service Report](#)

No questions.

- [Principals Report](#)

Natalie shared a special congratulations to Maria Norton, lead custodian, for her upcoming graduation with an adult diploma from Danville School. Clayton and the Board congratulated Maria. Spring concerts happened and were recorded, the link is in the report. Sarah said June 12<sup>th</sup> is the Senior Walk through the school in their caps and gowns. The 4<sup>th</sup> Annual Touch A Truck was a success with lots of businesses joining. Preschool is accepting 3 and 4 year olds to register.

**6. Board Business continued:**

- [District Cash Flows & Tax Anticipation Note \(TAN\)](#) (Video Timestamp 43:45)

John is recommending a Sweep Account method for managing the cash flow between the Main Operating Account and the Investment Account, to begin FY27.

The FY27 TAN to borrow from Passumpsic Bank will be \$2,473,604.00.

MOTION: Tim made a motion to approve borrowing up to \$2,473,604 for the FY27 Tax Anticipation Note. Dave seconded. All in favor.

- [Sevigny Trust Fund Allocation Request](#) (Video Timestamp 52:59)

A request from Randy Rathburn and Marvin Pritchard for several line items for field maintenance has been brought to the board: Summer / Fall 26 Field Maintenance by Diamond Turf @ \$9,000. Town Storage Shed paint or stain @ \$4,600. Contingency @ \$500. Four concrete piers – shed protection @ \$500, and seed & divot mix @ \$200. Total of this request is \$14,800.00.

MOTION: Eric motioned to approve the request of \$14,800.00. Seconded by Tim. All in favor.

- [Endowment Funds](#) (Video Timestamp 56:38)

John decoupled the Endowment Funds from one investment account at the bank to each having their own account. Monthly statements of interest and dividends will be sent to the administrators and the board. This will be useful in planning use of each of these funds. Eric requested a ‘cheat sheet’ of what each fund can be used for (scholarships, specific projects, no specific purpose, etc.) John says a cheat sheet has been created. He will share this.

Natalie said now that there is greater visibility into the individual endowment accounts to be used for scholarships, she is requesting to increase the amounts of some of the awards given from these accounts to make the most of them.

Roland Carson=increase yearly amount awarded from \$100 to \$250.

Melissa Jenkins Memorial=increase yearly amount awarded from \$4,000 to \$7,000 for the Finalist award. Clayton and Dave said there is a committee that manages this fund and they should be sought for approval first.

Kenneth & Florence Ward Memorial-increase yearly amount awarded to two students from \$1,000/student to \$2,000/student.

Warren Mitchell Memorial-increase yearly amount awarded from \$900 to \$2,000.

Natalie would like these increases to stay in place every year unless advised by John.

MOTION: Eric made a motion to increase the following awards:

Warren Mitchell to \$2,000 per recipient.

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Roland Carson to \$250 per recipient.

Upon approval from the Melissa Jenkins Scholarship committee, increase Melissa Jenkins Memorial to \$7,000 for the Finalist Award.

Kenneth & Florence Ward Memorial to \$2,000 per recipient.

Dave seconded. All in favor.

- **New Hire Recommendations-Grade 5-8 Counselor James Kinder, and MS/HS PE/Health Marc Chamberlin (Video Timestamp 1:11:43)**

Sarah spoke about James (Jim), he comes to Danville with 29 years experience and very good references. Sarah and the hiring committee have confidence he will be a good fit.

MOTION: Eric made the motion to approve the hiring of James Kinder for Grade 5-8 Counselor. Tim seconded. All in favor.

Natalie spoke about Marc, he is an experienced PE Teacher, he needs to renew his Health provisional. He interviewed with students in addition to a hiring committee. He also received good references. Sarah and Natalie said this is a tough position to find a certified teacher for, and they are very happy to have found Marc.

MOTION: Eric made the motion to approve the hiring Marc Chamberlin as MS/HS PE & Health Teacher. Tim seconded. All in favor.

Additionally, Shane Mapes has been hired as the new Design & Technology Teacher. He was hired via the approved Superintendent's authority. He has been shadowing Zach Baker. Zach has offered to come back to provide support to Shane as needed.

- **Endowment Funds, continued (Video Timestamp 1:18:28)**

Natalie said there was one more fund to discuss: George C. Morse=Increase yearly amount awarded from \$300 to \$1,000.

MOTION: Eric motioned to approve an increase of the George C. Morse Scholarship award from \$300 to \$1,000 per recipient. Seconded by Tim. All in favor.

- **PreK Discussion**

Discussion has been tabled, Sarah discussed this earlier in the meeting and provided a summary in the Principal Report:

“The 2026–27 preschool program is anticipated to be full. Similar to the current school year, we will again be enrolling both 3- and 4-year-old students. At this time, the incoming cohort of 3-year-olds appears to be particularly large. If enrollment requests exceed available space, we will implement the CCSU lottery process for 3-year-old placements. This is an established process that has been utilized in prior years when large cohorts have occurred. Families were informed of the potential need for a lottery within the welcome letter included in the registration packet.”

- **Policy Review (Video Timestamp 1:23:02)**

- [Policy C3-Transportation](#)

Matt spoke on the policy. He recommends to continue what is currently being done, to provide transportation.

MOTION: Eric made a motion to approve the option to provide legal transportation for Danville residents only. Kay seconded. All in favor.

- [F23-Capitalization of Assets](#)

This is an update to an existing policy, updating the capitalization threshold of assets from \$5,000 to \$10,000, per federal and state guidance.

MOTION: Eric made a motion to approve the capitalization of assets threshold from \$5,000 to \$10,000. Tim seconded. All in favor.

- **Legislative Update (Video Timestamp 1:27:49)**

Clayton shared a timeline of actions that are now mandated by the state. Matt said at this time, the CESA & Merger Study Groups need to be considered. Danville is in Study Group 10, with the member districts of CCSU, amongst others. Each district

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needs to have at least one board member be a part of the Study Group. The group will be run by a facilitator, hired by the state, by September 1, 2026. Danville can choose to stay in Study Group 10, or vote out of Study Group 10 and choose to be a part of a different group. The facilitator will work with the Study Group for one year. At the end, if there is a recommendation to merge, the board can vote yes or no. If yes, it will go to Town Meeting for a vote in 2028. Matt and Eric said there are only seven CESAs in the state, so they cover large geographical areas.

The end of the timeline of actions says the new Foundation Formula will go into effect July 1, 2029.

Clayton shared that the insistence from the state of regionalizing high schools is back, and that “right sizing” elementary schools will lead to grade reductions.

Matt recommends at a board retreat in August, this timeline be reviewed to plan the deadline deliverables per the timeline.

**7. Public Input:**

No input.

**8. Future Agenda Items / Next Meeting Date**

- Legislative Updates
- Summer building projects
- Next Meeting Date: Tuesday, July 28, 2026 at 6:00 pm. There is no meeting on July 7, or August 4, 2026.

**9. Adjourn**

MOTION: Clayton motioned to adjourn at 7:46 pm. Motion carried by consensus.

Respectfully submitted by Ellie Keefe