

RECORD OF PROCEEDINGS

Minutes of: Danbury Local Board of Education

Regular Meeting

Held: In the District Library at 5:00 P.M.

December 20, 2023

The Pledge of Allegiance was recited.

Roll Call: Present – Mr. Cole, Mr. Dunfee, Mrs. Rinaldo, Mr. Mackey, Dr. McDonald
Others present – Cari Buehler, Shane Baumgardner

ADOPT AGENDA

It was moved by Mr. Dunfee, seconded by Mr. Mackey that the Board adopt the agenda for the December 20, 2023, Regular Meeting.

73-23 Roll Call: Yes – Mr. Dunfee, Mrs. Rinaldo, Mr. Mackey, Dr. McDonald, Mr. Cole.
Motion carried.

APPROVAL OF MINUTES

It was moved by Mr. Mackey, seconded by Dr. McDonald that the reading of the minutes for the November 15, 2023, Regular Meeting be waived and approval of said minutes be granted.

74-23 Roll Call: Yes – Mrs. Rinaldo, Mr. Mackey, Dr. McDonald, Mr. Cole, Mr. Dunfee.
Motion carried.

EXECUTIVE SESSION

It was moved by Dr. McDonald, seconded by Mr. Cole that the Board move into executive session for the purpose of preparing negotiations. Mrs. Buehler and Mr. Baumgardner were invited to attend.

75-23 Roll Call: Yes – Mr. Cole, Mrs. Rinaldo, Mr. Mackey, Dr. McDonald. Motion carried.

Time into Executive session: 5:17 p.m.

Time out of Executive session: 5:20 p.m.

RECOGNITION OF VISITORS – PUBLIC PARTICIPATION

Gavin Clark – Golf district qualifier

Emma Redett – Cross Country state qualifier

Lisa D Redett

Jane Letterhos

Laura Clark

Sean Clark

Ainsley Clark

COMMUNICATIONS

Marissa Merk

Mercedes Wise

TREASURER’S REPORT

A) Payment of Bills

I certify that the payment of bills in the amount of \$2,796,325.39 have been presented and that the money required for the payment of these obligations at the time of execution of this certificate was lawfully appropriated, in the treasury, or in the process of collection free from any encumbrances.

_____ Treasurer

B) Financial Reports

I recommend the Board approve the financial reports for November 2023.

C) Approval of Advance Draws and Investments

It is recommended that the Board gives approval to seek advance draws from the Ottawa County Auditor as needed during 2024 and to invest monies not immediately needed for current school operation in accordance with the district's investment policy.

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It was moved by Mr. Cole, seconded by Mr. Dunfee that the Board approve the financial agenda items A-C as listed above.

76-23 Roll Call: Yes – Dr. McDonald, Mr. Cole, Mr. Dunfee, Mrs. Rinaldo, Mr. Mackey.
Motion carried.

SUPERINTENDENT’S REPORT

Next year – PD calendar & PLC schedule

Book Study

Learn by Doing

HS & MS Advisory board

Meet with various teams to review how we put together S.P. – One Needs Assessment

Building goal – team goal

COMMITTEE REPORTS

A) Audit and Finance – met December 14, 2023, from 10:50am-11:10am

Present: Shane Baumgardner, Mary Lou Rinaldo, Paul Dunfee

Mrs. Rinaldo reports:

On the Revenue side:

“All Other Operating Revenue” for November FY24 is up mainly due to interest income.

On the Expenditures side:

“Supplies and Materials” is down for FYTD24, but a reminder that the district will be having an ELA textbook adoption in May FY24.

“Capital Outlay” for November FY23 included \$37,640 for the last of the expected HVAC unit replacements and \$5,693 for casework from the summer shuffle.

“Debt Service Principal” is the first year of the general fund portion of the principal payment on the \$10,000,000 lease purchase borrowing. There will be another interest payment in May 2024.

A reminder that the payments for the 2009 Qualified School Construction Bonds (debt) were due and paid on November 30, 2022 in the amount of \$76,245.18 from the Permanent Improvement fund (003). The total payment for the lease purchase was \$1,068,000 of which \$500,000 came from the Permanent Improvement Fund (003) and \$568,000 from the General Fund (001)

B) Building & Grounds/Cafeteria & Transportation/Technology - met November 27, 2023

Attendees: Cari Buehler, Shane Baumgardner, Dan Nitecki, Jason Divoll, Dawn McGowan,
Mike Cole, Tim Mackey

Food Service

- Food To School – exploring hydroponic towers, about \$300 per unit. This would be done in tandem with the School Garden (raised beds).
- Direct Farm to School has been difficult to establish, more supply chain issue and establishing partners.
- Food Costs – Food Service is making new items, many from scratch and are using commodities versus purchased prepared foods. Gordon Food costs have increased about \$10,000 compared to a year ago at this time.
- Grab and Go breakfast (targeting about 300 users to do well financially)
- New Food Items – The team is creating new food offerings and getting feedback from advisory committee. They are also offering taste testing with the students at lunch time. this has been well received.
- 2023-24 New Team – Great additions to the team and the group is off to a great start.

Transportation

- Trips – Athletic and Field Trips are all filled. Our new full-time sub has started and working with Denny and Jason on her schedule.

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- Bus and Van Training – Trying to add another driver – currently getting his Bus Certification, which is a weeklong, on-site training.
- Van training is down to just a few people. Jason has trained 6-10 so far this year.
- Fleet Inventory – Do we keep a Bus 4 type of bus in our fleet? Currently used for EHOVE and is great for getting into downtown Sandusky and other congested type of traffic.
- Micro-Bus? Only 9 can be transported on one of these – fewer if outfit for ADA compliance.

Technology

- Finalizing Phase II items and planning (Downstairs, Auditorium, New Tech Offerings etc.)
- Safety Grant Updates – Windows, doors, and new server.
- Cyber Security Training – Audits for systems and security
 - School wide training – train on self-inflicted security breaches – Phishing, Malware etc.
- Replace current REMIND site with something that aligns multiple features into one place.
- Professional Learning Team (PLT) – Reviewing STEM offerings moving forward (working with Laramie).

Building and Grounds

- December 4 Deadline for Phase II changes & reviews.
- Auditorium – anticipated cost overages versus initial estimates.
- Elementary gym is dried in. Significant inside work is now underway, with work able to be done inside and heated. The build may be slightly ahead of plan.
- Norton Center, the steel structure is all up, this schedule is totally weather dependent due to the amount of work that will need to take place in the elements and due to the time of year. Target is Autumn 2024 opening of the facility – but we will have a better time estimate once we get into the spring.
- Planning for Phase II work, scheduling, what can be done in the down time available and not impact school year.

C) Public Relations & Student Achievement

D) Legislative Liaison

NEW BUSINESS

A. Volunteers

It is recommended that the Board approve the following volunteers for the 2023-2024 school year pending BCI background checks:

Cameron Roth James Knight Julie Hamann

B. Personnel

It is recommended that the Board approve the following uncompensated leave request:

Brittany Gutschalk - February 23, 2024

It is recommended that the Board approve the following salary adjustment:

Meghan Sampson - M + 45, Step 10
Amanda Solkiewicz – M + 45, Step 5

It is recommended that the Board approve the hiring of the following student lifeguard:

Aleksandra Szuch

It is recommended that the Board approve the following pool lifeguard contracts. Employment is contingent upon FBI/BCI background check and all other district requirements.

Katherine Rodgers Sarah Collins Canna Stephens

C. Donations

It is recommended that the Board approve the following donations:

\$500 from Lakeside United Methodist Church to Food Service
\$100 from Charlene Carroll to Elementary Student Support

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D. Supplemental Contracts

It is recommended that the Board approve the following supplemental contracts for the 2023-2024 school year. Employment is contingent on Pupil Activity Validation, BCI/FBI check, and all other district requirements:

Bryan Dudash - Extra Curricular Supervisor (Winter)
Bryan Dudash - Assistant Softball Coach
Tim Rettig - Play Advisor

E. Pool Fees

It is recommended that the Board approve the following Pool Fees effective January 1, 2024:

	<u>FROM</u>	<u>TO</u>
Lifeguard Recertification	\$180	\$200
Basic Water Rescue	\$60	\$80
CPR for Professionals	\$110	\$125
CPR for the Lay Responder	\$75	\$110
CPR Adult	\$75	\$80

<u>Pool Rental - 1 Hour</u>	<u>FROM</u>	<u>TO</u>
14 or less occupants (in pool and on deck)	\$80	\$100
15-29 occupants (in pool and on deck)	\$100	\$120
30-45 occupants (in pool and on deck)	\$120	\$140

It was moved by Mr. Dunfee, seconded by Mr. Mackey that the Board approve the agenda items A-E as listed above.

77-23 Roll Call: Yes – Mr. Cole, Mr. Dunfee, Mrs. Rinaldo, Mr. Mackey, Dr. McDonald.
Motion carried.

DISCUSSION ITEMS

Mike Cole – Records Training

ADJOURNMENT

It was moved by Mr. Mackey, seconded by Dr. McDonald that the Board adjourn until the Board of Education Meeting which will be held on January 10, 2024. The meeting will start at 4:15 p.m. Tax Budget Hearing, 4:30 p.m. Organizational Session, 5:00 p.m. Regular Session and will be held in the District library.

78-23 Roll Call: Yes – Mr. Dunfee, Mrs. Rinaldo, Mr. Mackey, Dr. McDonald, Mr. Cole.
Motion carried.

TREASURER

BOARD PRESIDENT