DANVILLE SCHOOL BOARD: APPROVED
SPECIAL MEETING MINUTES
AUGUST 13, 2025

DANVILLE SCHOOL DISTRICT
Board of Directors Special Meeting
Wednesday, August 13, 2025, 6:00 pm
In Person and via Zoom

School Directors Present: Clayton Cargill, Dave Towle, Tim Sanborn, Eric Hewitt, Kay Freedy.

School Administrators Present: Matt Foster (Superintendent), Mike Moriarty (Assistant Superintendent), Sarah Welch and Natalie Conway (Principals), Tommy Bricco (CCSU Director of Facilities).

1. **Call meeting to order:** Clayton called the meeting to order at 6:00pm. Introductions were made around the room.

2. **Additions/Changes to the Agenda:**
   - None.

3. **Approve Minutes:**
   - June 3, 2025

   MOTION: Dave motioned to approve the minutes, Tim seconded, all in favor.

4. **Administrative Reports:**
   - **Superintendent Report**

   Matt's report was included in the packet. Michael Concessi, CCSU Director of Finance, is resigning at the end of August. Matt and Michael Fredieu, CCSU HR Director, have connected with a temp/recruiting agency to hire an interim candidate. This will provide time for CCSU to collect applications until they can find the best permanent candidate for the position.

   - **Principals Report**

   Principal's report was included in the packet. Natalie reviewed the current and historical data of student's post-secondary plans. She highlighted students entering the workforce have learned marketable skills attending the regional technical centers. Sarah and Natalie went over the hiring updates. Sarah spoke on the CCSU Cell Phone Procedure. The most notable change will be students turning their phones & personal internet-connected devices (smart-watches, earbuds, game devices, etc.) into the office during the day. This process will be shared with families soon for the upcoming school year.

5. **Board Business:**
   - **Updates on Summer Building Work (Discussion)**

   A Facilities Report for Summer 2025 was included in the packet. Tommy Bricco, CCSU Director of Facilities, gave an introduction to the Board. Tommy gave a progress update on the current capital improvement project; upgrading heating valves and thermostats. The major benefits of this upgrade will be that building temperatures can be managed remotely via an app, better management of temperature building-wide, and real-time alerts if HVAC issues arise. This upgrade will lead to greater efficiency and cost-savings. Tommy answered several questions on the details of this new system.

Tommy then gave a review of the Annual IRC (Inspection, Repair and Cleaning) Compliance statement he completed that is mandated by the state. This is an effort to help prevent lead poisoning by inspecting the school building's interior and exterior. Any areas identified for remediation need to be taken care of within 30 days. Tommy identified a few compromised areas and contractors are actively working now on remediation.
The elevator panel repair work is done and the elevator is working.

- **Updates on Hiring/Open Positions**

The open position for 4th Grade Teacher will not be filled this year. There will be one 3rd grade class and one 4th grade class. The Middle School Special Educator position is still vacant. For Semester 1, a plan is in place to provide student support using a team of teachers who are all special education certified. This position will remain posted.

- **Act 73 (H 454) Update/Considerations for Danville (Discussion)**

Clayton shared what he has learned over the summer. For this year, the weights and funding formulas will stay the same. For now, schools can voice their preferences for organizational structure to be taken into consideration. Clayton will begin to draft a letter on this to bring to the next meeting for discussion. Maps of proposed regional school districts are expected in December 2025. Clayton and Eric will inform CCSU board of Danville's position at the upcoming meeting on August 18.

- **Endowment Funds (Discussion)**

There are over a dozen Endowment Funds for Danville School. The Director of Finance included a report in the packet, listing each fund, the terms of use, and current fair market value. Recommendations were also made for future opportunities of use, such as increasing the dollar amount of scholarships distributed from these funds that have experienced growth. Dave wants to ensure these endowments are formally recognized when they are used.

- **Proposed Executive Session: Appointment, employment, or evaluation of a public officer or employee. In accordance with 1 V.S.A. 313(a)(3)**

MOTION: Tim motioned to enter an executive session at 7:16pm, Eric seconded, all in favor.
MOTION: Tim motioned to end the executive session at 7:28pm, Dave seconded, all in favor.

6. **Public Input:**
   None.

7. **Future Agenda Items / Next Meeting Date**
   - Position letter for Danville School re: Act 73 (H 454)
   - Next Regular Meeting: September 2, 2025 at 6:00 pm.

8. **Adjourn**
   Tim motioned to adjourn at 7:29 pm, Dave seconded, all in favor.

Respectfully submitted by Ellie Keefe