

DANVILLE SCHOOL BOARD: SPECIAL MEETING APPROVED  
MINUTES MARCH 5, 2025

**DANVILLE SCHOOL BOARD**  
**Special Meeting: Annual Reorganization**  
**Wednesday, March 5th, 2025, 6:00 pm**  
**In Person and via Zoom**  
[Video Recording Available](#)

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

**School Administrators Present:** Matt Foster (Superintendent), Mike Moriarty (Assistant Superintendent), Des Hertz (Curriculum Director), Sarah Welch and Natalie Conway (Principals)

**Community Members Present:** Kearah MacDougall (Student Representative)

1. **Call to Order:** Superintendent Matt Foster called the meeting to order at 6:00pm, sitting in as chair until a chair was nominated and approved. Introductions were made around the room and over Zoom.

2. **Reorganization of the Board:**

- Elect Chair: The first order of business was for the board to elect a chair. Matt opened the floor to nominations.

MOTION: Dave nominated Clayton as Board Chair, seconded by Tim. The motion carried with four in favor (Clayton abstained from voting). Clayton chaired the remainder of the meeting as Board Chair.

- Elect Vice-Chair

MOTION: Tim moved to elect Dave as Vice-Chair, seconded by Eric. The motion carried with four in favor (Dave abstained from voting).

- Elect Clerk

MOTION: Tim moved to nominate Eric for Clerk, seconded by Kay. Motion carried with four in favor (Eric abstained from voting).

- Elect 2 CCSU Board Representatives and 1 Alternate

MOTION: Tim moved to nominate Clayton and Eric as CCSU Board Representatives and Kay as an alternate, Dave seconded, all in favor.

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- Committee Assignments: Negotiations Council, CCSU Superintendent Evaluation Committee

MOTION: Tim moved to nominate Clayton to the Negotiations Council, seconded by Eric, all in favor.

MOTION: Tim moved to nominate Eric to the Superintendent Evaluation Committee, seconded by Dave, all in favor.

- Set Regular Board Meeting Schedule: Consensus to set the regular board meeting schedule for the first Tuesday of the month, at 6:00 pm, and schedule special meetings as necessary.
- Schedule Annual Board Retreat: Consensus to set as a future agenda item.
- Designate Official Newspapers and Posting Stations: Consensus to designate the Caledonian Record and Hardwick Gazette as the official newspapers and Danville School, Marty's, Hastings, Danville Post Office, Danville Town Hall, CCSU Office, the school website and Front Porch Forum (online) as posting stations.
- Discuss and Adopt Code of Ethics: Clayton shared that Katie Callan sent the Code of Ethics document via email to all directors to sign.
- Communication Practices and Handling Complaints: Clayton stated that board directors might hear from parents and community members, and it's important to understand the different roles and respect the chain of command. The school's operations are the administration's responsibility, and complaints should start with the building principals and then go to Matt if necessary. Appeals could come to the board, and directors shouldn't have prior knowledge and remain unbiased. Directors should first encourage parents to talk to teachers and principals to resolve any operational issues.
- Appointment of the Voting Delegate for Statewide Health Insurance

MOTION: Eric moved to nominate Clayton as the delegate for statewide health insurance, Tim seconded, all in favor.

- Signers of Warrants

MOTION: Tim nominated Clayton as the signer of warrants and Eric as the alternate, seconded by Dave, all in favor.

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3. **Approval of Minutes:**

- [February 4th, 2025](#) (Regular)
- [February 17th, 2025](#) (Special)

MOTION: Tim moved to approve all of the minutes, seconded by Eric, all in favor.

4. **Administrative Reports:**

**Superintendent:** Matt submitted a written report, and highlighted the following:

- All budgets passed. Thank you to everyone.
- Legislature: House & Senate Education meeting was very active regarding the newly proposed education structure of Vermont. No decisions have been made at this point.
- Educational Quality Standards trainings regarding professional development across the SU.
- Teacher negotiations and support staff collective bargaining agreement progress.
- Mike Moriarty reviewed the progress of CCSU's work on the vision statement. He also shared possible updates ahead for Policy C28.

**Principals' Report:** Natalie and Sarah highlighted the following:

- Basketball teams have had a great season.
- VTCAP in progress.
- Winter carnival went very well.
- Art work is on display throughout the school.
- 5th/6th grade teachers created a club on leadership and business.
- Working to hire two elementary teachers for next year. An evening custodian has been hired for this year.

**Student Representative Report:** Kearah took questions from the Board regarding student's participation in the town meeting.

5. **Board Discussion:**

- Des Hertz presented on [Continuous Improvement Plan updates](#). Gave a mid-year review on the results of completed proficiency assessments. Reviewed math and literacy fall and winter results. Clayton shared the comparative data of the CCSU schools that came from a previous CCSU board meeting. Sarah elaborated on what teachers and the administration do with this proficiency data.  
Des reviewed the Safe and Healthy Schools goal, a decrease by 5% of major incidents reported. Shared the data between last and this school year.  
Des reviewed absenteeism and Danville's daily attendance rates for this year.

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- Clayton reviewed the impact of the support staff negotiations on this year's budget. Due to the savings of unfilled positions this year, there is no real shortfall in the budget. Next year's budget was accurately calculated to still be in an accurate position with this new agreement.
- [Policy B20](#): Clarification is needed surrounding background check fees that are required during the hiring process of a teacher or staff member, and if CCSU or the districts would be able to pay those fees for prospective employees. Matt has contacted legal counsel to receive guidance. Clayton tabled any action for a future meeting.
- [Policy D24](#): No change to the policy other than a revision to the reference name.

MOTION: Dave moved to approve the revision, Eric seconded, all in favor.

**6. Public Input:** None

**7. Future Agenda Items/Next Meeting Date:**

- Authorize chair to sign contracts (not in reorganizational worksheet this meeting, but should have been)
- Policy B20
- Next meeting: April 1, 2025 at 6:00 pm.

**8. Meeting Adjournment:** Tim moved to adjourn, seconded by Dave, all in favor. Meeting adjourned at 7:43 pm.

Respectfully submitted by Ellie Keefe