

DANVILLE SCHOOL BOARD: APPROVED REGULAR MEETING MINUTES  
FEBRUARY 7th, 2023 (Amended)

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**Danville School District**  
**Board of Directors Regular Meeting**  
**Tuesday, February 7, 2023 – 6:00 p.m.**  
**Danville School Library and Zoom Teleconference**  
[Video Recording Available](#)

**School Board Directors Present:** Clayton Cargill, Dave Towle, Tim Sanborn, Melissa Conly, Molly Gleason

**School Administrators Present:** Superintendent Mark Tucker and Finance Director Mike Concessi (both via Zoom), Secondary Principal Sarah Welch, Technical and Experiential Learning Director Dave Schilling

**School Staff Present:** Danville Works Program Instructor Nick Whites (via Zoom)

**Student Representative Present:** Thomas Edgar

**Community Members:** Kaity White (via Zoom)

- 1. Call meeting to order:** Clayton called the meeting to order at 6pm. Introductions were made around the room.
- 2. Additions/Changes to the Agenda - (Proposed additions or deletions/Possible agreement)**  
Clayton recommended adding approval of the February 1, 2023 meeting minutes to the agenda under Approve Minutes.

MOTION: Dave T. moved to add the February 1, 2023 meeting minutes to the agenda, Melissa seconded, all in favor.

Clayton recommended adding a Mission and Vision Fund request, which was sent to board directors via email prior to the meeting, under Board Business.

MOTION: Molly moved to add the Mission and Vision Fund request to Board Business, Melissa seconded, all in favor.

**3. Approve Minutes:**

- January 3rd, 2023: Regular Meeting Minutes
- January 10th, 2023: Building Committee Meeting Minutes
- January 25, 2023: Building Committee Meeting Minutes
- February 1, 2023: Special Meeting Minutes

MOTION: Melissa moved to approve all four sets of meeting minutes as written by the clerk, Dave T seconded, all in favor.

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**4. Administrative Reports:**

- [Superintendent:](#)

Mark reported that he submitted the concept letter for the US Department of Energy's Renew American Schools grant on January 26th for all seven schools in the supervisory union. Danville's portion includes: 1) Replacement of 10 air handler units on the roof, 2) Updates to the HVAC system to regulate temperature and air flow in different rooms, 3) Replacing remaining fluorescent lights with LED units. The total cost projection is roughly \$1.166M. The costs will be refined in the next phase of the grant process if the concept letter is approved.

PCB Testing: The Department of Environmental Conservation (DEC) is responsible for approving the work plan for source testing. It is currently scheduled for February 27-28 with a target date of April 7, 2023 for the report. The contract costs for source testing are \$33,832, and Danville is responsible for 20%, which is \$6,766, under the Agency of Education's cost share structure.

Teaching Lab Contract: Mark is canceling the Teaching Lab contract, because it wasn't going well. He came to an agreement with the company to break the contract and to pay for work completed, which was \$19,500 (half of the original contract amount of \$39,000). Plans are in place to schedule professional development differently for Danville staff.

- [Student Services:](#)

There were no questions about the report.

Clayton asked Mark when the board packet materials are typically prepared and whether it is possible to get them sooner to allow board directors more time to prepare for meetings. Mark will look into it with the administrative office and also see if there are any Open Meeting Law requirements for materials that are sent out after the initial packet and agenda.

Sarah highlighted that all interventionists and special educators will participate in the ARP IDEA-funded professional development opportunities in the report.

- [Curriculum Director:](#) Clayton highlighted that the report includes educational information for teachers, and Mark added there are guidelines in the collective bargaining agreement that requires teachers to take six course credits/year (two college courses). Sarah clarified

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that the workshops listed are different and not required, and the school pays for these learning opportunities should staff decide to participate.

- Principals: Sarah highlighted the elementary concerts, advanced ensemble, and that the library was selected to receive 50 free books from The One Shelf Project.
- Danville Works: Dave S. gave a verbal report and will send a written report next week. Middle school has been a highlight this year. They completed eight garden beds, and the 7th grade has been cooking with a focus on simple ingredients from scratch. Danville Works welcomed Zach Baker, a new teacher for building trades and the engineering sustainable solutions class. The high school culinary arts program has had an upgrade with Suzanne Podhaizer, a former Seven Days food editor, chef, and restaurant entrepreneur, teaching the class. The shop is being reorganized with the equipment, ceramics, and ski center. Nick Whites has been running the Connect Program on his own due to the lack of support staff and the program assistant vacancy. They are building furniture, meeting with the design program at Lyndon Institute to get ideas on design tools, and they recently completed the greenhouse.
- Student Representative: Thomas reported on the student representative position project and upcoming school activities. The Getting to Y project has been postponed indefinitely due to data being delayed. The Winter Carnival is coming up and includes skits, sculptures and athletic events. Basketball is coming to an end in a few weeks. A few weeks ago, there was an end of the semester assembly, and students received awards for academic work. The high school went skating, bowling and xc-country skiing for Winter Wellness.

Clayton added that Ms. Keach, the Pathways Coordinator, has ideas and questions on the student representative policy, specifically how a student is determined to be in good standing. There might be more changes brought to the board as the role is discussed as a pathway toward a graduation credit and toward additional student projects.

**5. Board Business:**

- Informational Meeting and Town Meeting Planning (Discussion): Mark shared that there are two informational meetings coming up, coinciding with the select board's meetings. The first one is on February 21st at 7pm at the Town Hall to present the budget and take questions from the community. There will be an identical forum on March 6th at 7pm in the North Danville Community Center. Mark is unable to attend the North Danville meeting due to conflicts with informational meetings for other districts in the supervisory union. Sarah and Clayton volunteered to present at the meeting in North Danville. These are

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informational meetings held by the Select Board, and there will be a “Meet the Candidates” section.

- Budget Surplus Process - Primer (*Discussion*): Mark shared that the town approves the budget, and if the school doesn't spend all of the money by the end of the fiscal year, there is a surplus. Each year, there is a separate article in the school district warning that asks the town for permission to allow the school board to retain any surplus money to be used for the school. This money goes into the unrestricted surplus fund to use for anything the school board deems necessary within the bounds of the school board's authority to spend money. There are other funds which include the Capital Reserve Fund, Special Education Fund and the Mission and Vision Reserve Fund (restricted funds approved by the town for a specific purpose), and the Sevigny Fund for maintenance and upgrades to outdoor athletic facilities. There was a question specific to the grant funding from Efficiency VT for emergency repairs to the air ventilation system. Mark stated that this funding is recorded in the audit under expenditures and revenue (capital outlay).

Mark will send the board documents regarding the different funds. He added that a surplus at the end of the fiscal year could be due to staff vacancies, grants, or special education. Over the past few years, many schools have had surplus funding due to the federal pandemic money. He added that any deficits need to be included in expenditures in the next budget year. He hasn't experienced any deficits while at Danville.

Dave S added that the lines in the financial statements won't always match. For instance, Pathways can be a high cost line item due to college courses and dual enrollment, and there might be a need for books for those classes which would increase the book line item in the financial reports.

- 2022-2025 Teacher Contract (*Discussion/Request to ratify*): Clayton reported that he participated in the teacher contract negotiating process, and they recently came to an agreement after a lengthy negotiation. This contract negotiation went into impasse and into mediation, and the supervisory union had legal counsel present at all negotiation sessions. In the prior ratified contract, compromise was reached to define common language for the seven schools in the supervisory union, as the schools had significant differences in rights and responsibilities, after having been merged due to Act 46. Schools in a supervisory union are required to have the same rules and structures (work day, salaries, benefits, etc). In the last negotiating cycle, there were widely disparate salary structures, and health insurance is now negotiated at the state level which took away a negotiating point for local districts this year. The focus this year was to take steps toward a common salary structure.

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The teachers brought forward different numbers, and the final agreed upon amounts are higher due to post pandemic inflation. The final salary structure is similar within the supervisory union, although not the same, and for Danville and the CCEA legacy schools, the salaries had been much lower than others in the region which makes it challenging to recruit teachers. For the three year contracts, salary increases are as follows: 4% for year one and 5.75% for both year two and three. The salary scales in Danville have been updated with the majority of the new money being added into column one, line one and then filtered down through the salary scale. In the supervisory union, there was an (agreed to) uneven distribution of the new money to accomplish the goal of making the three existing salary scales much more similar.

Mark added that the 4% increase is considered “new money” that is added to the total salaries and then distributed between teachers. It is not a 4% increase for each teacher.

Clayton thanked Ginny Lavelly for her comprehensive note taking and always helpful input, as she has done for the past several years since serving on the board (amended by Clayton, March 8, 2023).

MOTION: Tim moved to ratify the teacher contract, CBA 2022-2025, Melissa seconded. Dave T abstained. All in favor.

- [Mission and Vision Fund Request](#): Sarah submitted a request for funding from the Mission and Vision Fund to support the Literacy Festival in April. In the past, prior to the pandemic, the festival was held every few years, and this is the first since the pandemic. It was reviewed by the Leadership Team, and they are requesting \$3,300, which includes a community night, guests (authors, filmmakers, etc) and community engagement activities such as storytelling.

MOTION: Tim moved to approve the request for \$3,300 out of the Mission and Vision Fund, Dave T seconded, all in favor.

**6. Public Input:** None

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

- The next meeting will be reorganizational after Town Meeting elections
- Next meeting will be a special meeting on Wednesday, March 8, 2023
- Future Agenda Items: Clayton will email the board if anything comes up.

**8. Adjourn**

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- Melissa moved to adjourn at 7:08pm, Tim seconded, all in favor.

**Respectfully submitted by Molly Gleason, Clerk, February 10, 2023.**