

**Danville School Board**  
**Special Meeting**  
**Thursday, July 21st, 2022, 6:00pm**  
**Danville School & Zoom Teleconference**  
[Video Recording Available](#)

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

**School Administrators Present:** Sarah Welch, Elementary Principal (Zoom),

**Planned Absence:** Larry Fliegelman (Secondary Principal)

**Public:** Rob Balivet

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

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

**3. Board Business:**

- Building Committee: Clayton provided a [document](#) to guide the discussion.

A. Structure (*Discussion/Possible Action*):

- a. Advisory Group Status: Clayton shared that it has been challenging to schedule the first meeting with the committee's structure as a board subcommittee. With counsel from an attorney, Superintendent Mark Tucker advised the board to rechristen the committee as an advisory group to allow for more flexibility with scheduling.

Board directors discussed an advisory group vs. a subcommittee and how to structure it to give the group ownership and allow the work to be driven by the community rather than school board directors. Legal counsel advised that there needs to be a quorum of school board directors (at least three) at each meeting if it remains a subcommittee of the board, and only school board members could vote with this structure. As an advisory group, a separate entity from the board, a quorum of school board directors is not required (and not allowed due to Vermont's Open Meeting

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Law), and no more than two school board directors can be in attendance at meetings.

There was discussion on the group establishing roles, including a facilitator and notetaker, and the first action of the group would be to make a recommendation to the school board on a renovation option. The group would update the board at each monthly school board meeting. The board voted previously to keep decision-making with the school board and allow committee members to add members and determine ground rules and roles, such as a facilitator and notetaker, following Robert's Rules of Order.

Rob Balivet shared his experience with the Anchorage School District. They formed an advisory with no school board members, and Rob was the project's design manager.

Motion: Tim moved to rename the Building Committee to an advisory group, Melissa seconded. All agreed the advisory group could bring the discussion back to the board if they would like to be a subcommittee instead of an advisory group after the initial meeting. The motion carried with four in favor, Tim, Melissa, Molly, and Clayton, and Dave T. voting against.

Clayton stated that a board member needs to step down from the advisory group to allow the group to meet and comply with Vermont's Open Meeting Law. Molly volunteered to step down.

- b. Attendance, Warnings, and Minutes: Clayton asked if the advisory group would need a notetaker and a video recording. The consensus was to have meeting notes and a written update for board meetings. Directors agreed that advisory meetings should be advertised, and the public is welcome to attend. Clayton shared that at least one principal will be at every meeting, and Sarah stated that in the Zoom chat as well.

### B. Community Composition / Expectations (*Discussion/Possible Action*)

- a. Capacity for Community Members: Clayton stated that there are six community members on the advisory group, and two school staff are still needed. Directors agreed that advisory members could add new members after the initial meeting.

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- b. Expectations for Community Members: Clayton suggested the initial meeting be in person and allow the group to decide about opening future meetings up over Zoom.

Motion: Dave T. moved to allow the advisory group to consider Zoom as an option, including for the initial meeting. Molly seconded, all in favor.

C. Ground Rules (*Discussion/Possible Action*)

- a. Core Group: Directors discussed establishing a core group for the first meeting to help with scheduling challenges, and the advisory group could determine whether a core group is needed going forward. A school administrator will facilitate the first meeting until a facilitator is nominated and approved by the advisory group.

Motion: Dave T. moved to establish a core group for the initial advisory group meeting consisting of a minimum of one school principal, one school board member, and four advisory group members, with an administrator opening the first meeting, Tim seconded, all in favor.

**4. Other Business:** None

**5. Public Input -** No public comments.

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

- Building advisory group update
- The next meeting is on September 6th. The August meeting was postponed because the administration is at a conference.

**7. Adjourn:**

- Motion: Melissa moved to adjourn at 7:06pm, Tim seconded, all in favor.

Respectfully submitted by Molly Gleason, Clerk, on July 24, 2022.