

**Alburgh School Board**  
**Alburgh Community Education Center**  
**February 4, 2019**

**Present:** Board Chair Michael Savage, Board Vice Chair Trevor Creller, Board Members Stephanie Waters, Virginia Wright, and Mallory Ovitt, Principal Beth Hemingway, GISU Superintendent Michael Clark, GISU Business Manager Rob Gess

Meeting called to order at 5:30 P.M. by Mike Savage

**Adjustment of Agenda:**

- None

**Citizens/Staff to be Heard:**

- None

**Reports:**

- Superintendent's Report: Michael Clark updated the board on district nurse interviews and the residency verification process
- Financial Report: Rob Gess shared budget to actuals, the payment of high school tuition process, updated equalized pupil counts, a potential new payroll system, and RFPs for transportation and food service.
- Principal's Report: Beth Hemingway updated the board on building and maintenance projects, school safety, hiring updates, Promise Committee, curriculum and instruction, and upcoming dates.

**Board Business:**

- Approval of bills for payment- Trevor Creller updated the board on bills.
- Transition to GISU email accounts- Michael Clark shared handouts with the board to assist with the transition.
- Money due from employees from DataPath- Data Path administers HRA, FSA, and dependant care benefits (reimburses employees for expenses) but they have payed out more money than have claims for. Michael Clark explained instances where this has happened. There are 10 Alburgh employees where these errors occurred, for a total of \$876.53. The current GISU plan is to send letters to each of the above employees and ask them to resolve the issues with HRA/FSA account.
- Budget Communications- Michael Clark shared that he and Beth Hemingway will be working on putting together and mailing a flyer to send to Alburgh addresses about the budget and it's tax implications.
- Sick Leave Discussion- The current master agreement indicates that a physician's note can be requested when 3+ consecutive sick days are used.
- Buyout- Moved to executive session

**Board Action:**

- Trevor Creller moved to accept the minutes of January 7, 2019 and January 22, 2019 (2nd Stephanie Waters) Unan.
- Stephanie Waters moved to approve the building use form for a basketball tournament on 2/23 (2nd Trevor Creller) Unan.
- Upon review by Trevor Creller, Stephanie Waters moved to authorize the payment of current valid invoices (2nd Virginia Wright) Unan.
- Stephanie Waters moved to direct the principal to request a physician's statement from an employee any time any employee misses three consecutive days of school (2nd Virginia Wright) Motion carries 4-1.
- Stephanie Waters moved to enter executive session at 6:15 P.M. to discuss a contractual matter (2nd Trevor Creller) Unan.
  - The board exited executive session at 6:33 P.M.
  - No action was taken
- Trevor Creller moved to adjourn at 6:34 P.M. (2nd Stephanie Waters) Unan.

Respectfully Submitted,

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Stephanie Waters

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Virginia Wright

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Mallory Ovitt

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Trevor Creller, Vice Chair

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Michael Savage, Chair