

Grand Isle Supervisory Union  
**Alburgh School District**  
School Board Regular Meeting  
Monday, September 21, 2020, at 5:30 p.m.

Virtual Only

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## Agenda

### Call to Order

1. Call to Order (M. Savage)
2. Adjust the Agenda
3. Citizens and/or Staff to be Heard
4. Consent Agenda (Action)
  - a. Approve the minutes from 9/9/2020
5. Reports
  - a. Principal's Report

### Board Business.

6. Audit Presentation (R. Gess and M. Clark)(Discussion)
7. Approval of bills for payment (M. Savage)(Action)
8. Northern Border Regional Commission Letter (M. Clark) (Informational)
9. Alburgh Clubhouse building request for Ballot (M. Savage) (Possible Action)
10. Demand for Arbitration (M. Savage)(Possible Action)
11. Other

### Closure

12. Setting the next agenda
13. Adjourn

Note: Executive Session: If discussion warrants and the Board so votes, some items may be discussed in Executive Session pursuant to VSA 1 §313(a)

***Discussion Items** - Issues the Board needs to discuss and deliberate, but upon which no action is taken at this meeting.*

***Action Items** - Issues that require the Board to make a decision by vote, may have been discussed over several meetings prior to this point.*

***Consent Items** - Routine matters that need no discussion by the Board, but require Board approval. They are grouped together as a single agenda item. Background materials are provided in the Board packet to be reviewed ahead of the meeting. If there are no concerns, they are approved with a single vote. Any member can request the Board remove an item to be discussed and voted on separately. This frees up time at meetings.*

***Information Items [Incidental Information]** - Matters the Board needs to know about, but for which no Board action is needed. The information flow is one way, from presenter to the Board. Questions for clarification are entertained as time allows.*

**Alburgh School Board**  
**Alburgh Community Education Center**  
**Special Meeting**  
**September 9, 2020**

To view the recording, please click here: ([first part of meeting](#); [post executive session](#))

**Present:** Board Chair Michael Savage, Board Members Trevor Creller and Mallory Ovitt, GISU Superintendent Michael Clak

**Google Meet:** Board Members Whitney Maxham and Stacey Gould, GISU Business Manager Rob Gess

Meeting called to order at 5:07 P.M. by Mike Savage

**Citizens/Staff to be Heard:**

- None at this meeting

**Consent Agenda:**

- Approve minutes from 8/17/20 and 8/25/20

**Reports:**

- Superintendent's Report- Michael Clark shared his written report and updated the board on the start of the year which has gone well in the hybrid model.
- Principal's Report- Beth Hemingway's report was shared in the board packet.
- Financial- Michael Clark shared that the business office is busy rolling out Front Line (time and attendance). Alburgh's audit has been received and will be presented at the next board meeting. The Secretary of Education sent a letter congratulating the business office on the work they have done. The summer food service rate has been extended through the end of the year.

**Board Business:**

- Approval of Bills for Payment- Trevor Creller updated the board on the bills.
- Cash Flow, Line of Credit- From July 1 through the time that tax money begins being paid, the school operates on surplus from the prior year. Michael Clark explained that this year there is enough to get through the next payroll. Beyond that, it will be necessary to have Rob Gess negotiate the terms for a line of credit or tax anticipation note to cover expenses until tax money becomes available.
- Mary Churchill Resignation- Mike Savage shared the letter received. The board is grateful for her 14 years of service.
- Hybrid Model Policy- The board has reviewed this
- Principal Contract- Executive Session

**Board Action:**

- Trevor Creller moved to accept the minutes of 8/17/20 and 8/25/20 (2nd Whitney Maxham) Unan.

- Upon review by Trevor Creller, Stacey Gould moved to authorize the payment of current valid invoices (2nd Whitney Maxham) Unan.
- Whitney Maxham moved to authorize Trevor Creller and Mike Savage to review the tax anticipation note or line of credit and sign on behalf of board (2nd Stacey Gould) Unan.
- Trevor Creller moved to regretfully support the superintendent's acceptance of Mary Churchill's resignation (2nd Whitney Maxham) Unan.
- Whitney Maxham moved to accept the Hybrid Model Policy (2nd Trevor Creller) Unan.
- Trevor Creller moved to enter executive session at 5:31 P.M. to discuss the principal contract (2nd Whitney Maxham) Unan.
  - The board exited the executive session at 6:03 P.M.
  - Whitney Maxham moved to offer Beth Hemingway a 3 year contract with an increase of 2.5% year one, a 3% increase year 2, and a 3.5% increase year 3 (2nd Trevor Creller) Unan.
- Trevor Creller moved to adjourn at 6:05 P.M. (2nd Stacey Gould) Unan.

Respectfully Submitted,

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Stacey Gould

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Whitney Maxham

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Mallory Ovitt

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Trevor Creller, Vice Chair

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Michael Savage, Chair

**Alburgh Childcare Project**  
**NBRC Grant Update to the Alburgh School Board**  
**August 3, 2020**

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- 1) **Notice to Proceed.** The following item is still outstanding in order to get notice to proceed for the grant: Documentation of non-NBRC matching funds with coversheet listing the total amount of funding and each funding source. The School District has received a partial Notice to Proceed so that the work being completed with the Town’s VCDP Planning Grant can be counted towards match. The deadline for Notice to Proceed is September 30, 2020. ***It is now clear that this deadline will not be met and therefore we recommend that the School District request an extension to this deadline.*** See also the budget and fundraising update below.
- 2) **VCDP Planning Grant Update:** To recap, the Town received a \$500,000 VCDP Implementation Grant for construction of the Alburgh Childcare. At the time of award, the VCDP planning requirements for an implementation grant were not met. Therefore, \$60,000 from the implementation grant was carved out to complete these required planning tasks. This funding operates very similar to a VCDP planning grant. The scope of work for the planning grant includes: a market study, schematic level design (building and site planning) for the child care center, cost estimating and environmental review components necessary for the VCDP grant.

The Market Study was completed in April by Doug Kennedy Associates. The market study confirms the need for child care in Alburgh and estimates demand for different ages. The study states:

*“The market for the proposed center can be summarized in stark demand and supply terms for the primary market. In the primary market alone, there are 440 children aged 0 to 12 years. Approximately 275 of these children are likely to need full or part-time childcare services. The comparison of demand (275 children) with regulated supply (childcare capacity 50) shows a deficit of approximately 225 childcare spaces in the community.*

*Overall, the market analysis shows a clear market for a new childcare center in Alburgh. Current demographics suggest that the distribution of capacity within the center should be approximately as follows:*

- *Infant – 20 percent of capacity;*
- *Toddler – 10 percent of capacity;*
- *Pre-school – 25 to 30 percent of capacity;*
- *After-school – 40 to 45 percent of capacity.”*

The program, schematic level building design and site planning are in final draft form. Copies of drafts are available for review. Basic elements of the program are summarized here:

Vision. A welcoming, safe, nurturing, engaging, human environment that is connected to the immediate school campus and architecturally compatible with Alburgh.

Guiding Principle. Strict adherence to meeting the preliminary construction budget of 800k. The program will be determined by what is possible within his budget rather than meeting ideal scenarios and demonstrated needs.

Standards. State licensing regulations. This is 35 sf/actual useable program space per child. At Williston [note: this is in reference to another child care center that this architect designed] this results in an average of 80/sf when additional space is factored in.

Building & Program Size. Based on recent budgets for a daycare in Williston we project a \$250/sf cost which yields a maximum size of about 3,200 sf. Therefore, the center can serve approximately 40 children.

After School Program. This is presently accommodated in the school Library. The need for this program is well demonstrated. Due to space constraints the current draft design does not include space for after school and the goal is to accommodate the program in a different building, such as the library and/or the school.

Parenting Center. There is desire to incorporate space for parenting support, classes and meeting space. Ultimately it became clear that as a standalone program piece this was not financially feasible. A second office was added for this purpose and there is potential to also make use of a multi-purpose room or afterschool classroom during off hours. This program element is still being explored.

The building design as it currently stands includes a pre-school room with a 20-student capacity, an infant room with a capacity of 8 and a toddler room with a capacity of 10, 1 kitchen/multipurpose room, 2 offices and a laundry room. The Clubhouse will be working with a consultant to refine this design – potentially adding a 4<sup>th</sup> classroom for afterschool and eliminating the 2<sup>nd</sup> office. Cost estimating has been completed for the final draft design at \$1,000,000.

The Town is extending the contract with the architect through the fall to accommodate these revisions.

- 3) **Budget:** The original budget for predevelopment and construction was for \$1,000,000. This was met by a \$500,000 VCDP grant to the Town, the \$250,000 NBRC grant to the School District and an additional \$250,000 in non-federal funds that needed to be raised. Under this budget, the actual construction cost was estimated at \$800,000.

The construction cost estimate for the schematic design has come in at \$1,000,000 with little room for reduction, although it is intended to be conservative. We have the funding to complete another round of cost estimating after interior design edits are made, although it is unlikely that interior design edits will significantly impact cost. Reducing cost for getting electricity to the site is also being explored. Based on this cost estimate, the funding gap has increased despite receiving a grant from the Make Way for Kids grant program of Let's Grow Kids.

Provided here is an updated budget sources and uses table:

	Total Budget	VCDP Planning	VCDP Implementation	NBRC	Let's Grow Kids	Mergens Foundation	USDA RD	Gap
Soft Costs/ Predevelopment	\$170,000	\$60,000	\$90,000		\$20,000			
Construction	\$1,000,000		\$350,000	\$250,000	\$30,000	\$5,000		\$365,000
Construction Management	\$30,000						\$30,000 (pending)	
<b>Total</b>	<b>\$1,200,000</b>	<b>\$60,000</b>	<b>\$440,000</b>	<b>\$250,000</b>	<b>\$50,000</b>	<b>\$5,000</b>	<b>\$30,000 (pending)</b>	<b>\$365,000</b>

- 4) **Fundraising.** The Clubhouse was just notified of a \$50,000 award from the Make Way for Kids grant program of Let's Grow Kids. \$30,000 of this award will go towards construction. \$20,000 will be used to hire an early childhood education program development consultant. The Early Childhood Program Development consultant will provide critical support to the Clubhouse's all-volunteer Board, ensuring that the project is successful in meeting the goals and needs of the community in the short-term and that the center is financially sustainable and reliable in the long-term. Specific tasks will include but are not limited to:
- Develop a business plan
  - Consult on building design (contract underway for schematic design with Duncan Wisniewski Architecture)
  - Consult on program development
  - Identify and recruit project funding
  - Convene and facilitate meetings with project partners

While the funding gap for construction has increased, it is clear that important progress has been made in refining the goals and organization of the childcare center. We believe that due to the challenges we experienced fundraising during COVID19 and given the significant progress and momentum in other areas, an extension to the deadline for match commitment is justified. The program development consultant will help the project secure the remaining funding under an extended timeline, amongst other important tasks. A fall of 2021 completion may not be possible, but spring 2021 or fall of 2022 is.

Via Electronic Delivery

Michael Clark, Superintendent  
Grand Isle Supervisory Union  
224 Rte. 2  
Grand Isle, Vermont 05458

September 14, 2020

**RE: Joanne Shedrick Arbitration Demand**

Dear Michael:

As per our previous agreements, the Grand Isle NEA is submitting the termination grievance of Joanne Shedrick to binding arbitration. I have copied Christopher Leopold on this correspondence and will work directly with him to select an arbitrator.

Sincerely,



Suzanne B. Dirmaier, Director  
Northwest UniServ Area

C: Tom Nolan, President GISU-NEA  
Joseph Guernsey, Grievance Chair  
Michael Savage, Chair Alburgh Board of School Directors  
Christopher Leopold, Esq.