

**Alburgh School Board**  
**Alburgh Community Education Center**  
**October 7, 2019**

**Present:** Board Chair Michael Savage, Board Vice Chair Trevor Creller, Board Member Mallory Ovitt, Principal Beth Hemingway, GISU Superintendent Michael Clark, GISU Business Manager Rob Gess

Meeting called to order at 5:34 P.M. by Mike Savage

**Adjustment of Agenda:**

- None

**Citizens/Staff to be Heard:**

- None at this meeting

**Consent Agenda:**

- Approved 9/16/19 Minutes
- Building use requests- NFI for supervised evening visits

**Reports:**

- Superintendent's Report- Michael Clark shared highlights from his board report, including Tracy Giroux's UVM Outstanding Teacher award.
- Principal's Report- Beth Hemingway updated the board on building maintenance, staff updates, Alburgh Family Clubhouse, 8th Grade Trip, Food Program, and Curriculum.
  - Beth Hemingway shared MOUs for Susan Trowbridge and Leah Butts for planning for a long term sub.
- Financial Report- Budget to actuals were reviewed. Rob Gess reviewed the timeline for building the next budget. A GISU draft will be presented at their 10/22 meeting.

**Board Business:**

- Approval of Bills- Trevor Creller updated the board on bills
- Teacher Contract Negotiations- Michael Clark updated the board on the timeline. Healthcare is currently being negotiated by the state.
- E-911- Michael Clark updated the board on E-911 compliance requirements. To meet these requirements, Alburgh would need to replace the physical phone system, or move to a VOI system. GISU is currently researching options and Michael Clark will apply for a grant to help fund this work of updating systems. There will be more information at the next meeting.
- VISBIT/VEHI Proxy- The annual meeting is upcoming and Alburgh has votes at each of these. Michael Clark will be attending these meetings.
- Unpaid Leave- The board reviewed an unpaid leave request.
- Construction Bid Process- In light of the frequent hiring of local contractors, the board discussed it's current bid process, and a potential shift to requiring sealed bids. A procedure will be created to aid this process.
- Setting the next agenda- Alburgh Clubhouse MOU, School Safety Plan, Beth Hemingway's goals for the next budget.

**Board Action:**

- Trevor Creller moved to accept the minutes of September 16, 2019 (2nd Mallory Ovitt) Unan.
- Trevor Creller moved to approve the approve the building use request (2nd Mallory Ovitt) Unan.
- Trevor Creller moved to approve the MOUs and authorize Mike Savage to sign (2nd Mallory Ovitt) Unan.
- Upon review by Trevor Creller, Mallory Ovitt moved to authorize the payment of current valid invoices not including the noted exception (2nd Trevor Creller) Unan.
- Trevor Creller moved to authorize Michael Clark to be Alburgh's voting proxy for the VEHI/VISBIT annual meeting (2nd Mallory Ovitt) Unan.
- Trevor Creller moved to approve Martha Lambert's unpaid leave request, with acknowledgement that the leave was planned prior to hire (2nd Mallory Ovitt) Unan.
- Trevor Creller moved to adjourn at 6:45 P.M. (2nd Mallory Ovitt) Unan.

Respectfully Submitted,

---

Stephanie Waters

---

Virginia Wright

---

Mallory Ovitt

---

Trevor Creller, Vice Chair

---

Michael Savage, Chair