

Grand Isle Supervisory Union
Alburgh School District
School Board Regular Meeting
Monday, January 6, 2020, at 5:30 p.m.
Location: Alburgh Education & Community Center

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 12/2/2019
 - b. Approve Building Use Request
 - c. Staff resignation - Makayla Willett
 - d. Transfer - Lisa Arnold
5. Reports
 - a. Superintendent's Report
 - b. Principals Report

Board Business.

6. Alburgh Clubhouse update (Taylor Newton)(Discussion)
7. Air Quality Report (B. Hemingway)(Discussion)
8. Approval of bills for payment (M. Savage)(Action)
9. FY21 Budget (M. Clark)(Discussion)
10. Annual Warning (M. Clark) (Possible Action)
11. E-911 Proposal and Grant (M. Clark)(Possible Action)
12. Other

Closure

13. Setting the next agenda
14. 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
December 2, 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 5:31 P.M. by Mike Savage

Adjustment of Agenda:

- None at this meeting

Citizens/Staff to be Heard:

- None at this meeting

Consent Agenda:

- Approved 11/18/19 Minutes
- Building use requests- None at this meeting

Reports:

- Superintendent's Report- Michael Clark shared highlights from his written report including an AOE update, E-911 compliance, budget updates, and lead testing.
- Principal's Report- Beth Hemingway updated the board on building maintenance, staff updates, and PBIS.
- Financial Report- The board received current budget to actuals. Rob Gess updated the board on central office work that is being done (Frontline, AOE requirements, food service).

Board Business:

- Approval of Bills- Trevor Creller updated the board on bills
- FY21 Budget- Rob Gess shared a new draft of the budget and highlighted changes that have been made.
- Substitute Salary- The board reviewed substitute pay in light of changes to minimum wage and the rate of other local schools.
- Pest Pro Contract- Reviewed contract for monthly work
- Air Quality Assessment- reviewed estimate from ATC and scope of testing to be completed
- Next Agenda- Budget

Board Action:

- Trevor Creller moved to accept the minutes of November 18, 2019 (2nd Mallory Ovitt) Unan.
- Upon review by Trevor Creller, Mallory Ovitt moved to authorize the payment of current valid invoices (2nd Trevor Creller) Unan.
- Trevor Creller moved to increase the substitute salary to \$100 per day, effective the first pay period in January (2nd Mallory Ovitt) Unan.
- Trevor Creller moved to approve the contract with Pest Pro and authorize Mike Savage to sign (2nd Mallory Ovitt) Unan.

- Trevor Creller moved to approve the expenditure to ATC for air quality testing and authorize Mike Savage to sign (2nd Mallory Ovitt) Unan.
- Trevor Creller moved to adjourn at 6:36 P.M. (2nd Mallory Ovitt) Unan.

Respectfully Submitted,

Stephanie Waters

Virginia Wright

Mallory Ovitt

Trevor Creller, Vice Chair

Michael Savage, Chair

Makayla Willett

Behavior Interventionist

mwillett@gisu.org

17th December 2019

Beth Hemmingway and School Board

Principle and School Board
Grand Isle Supervisory Union

Dear Beth and School Board,

I'm writing today with much sadness to give my two weeks resignation from Alburgh Community Education Center. My last day will be December 31st..

It has been such a pleasure working with you and the entire Alburgh Community Education Center team. In my time here, I have grown professionally and made life-long friends. In particular, I would like to thank you for providing me with the rewarding learning experience and a warm working environment during my time at the school.

You have my full commitment and cooperation for a smooth transition of responsibilities. Please let me know if I can be of further assistance.

Sincerely,

Makayla Willett

Grand Isle Supervisory Union

5038 US Route 2 North Hero, Vermont 05474

Phone: 802-372-6921 Fax: 802-372-4898 Web Site: www.gisu.org

24 December 2019

Alburgh School Board

On Monday December 9, 2019 Beth Hemingway, Taylor Newton and I met with attorneys Chris Leopold and Nicole Mace of McNeil Leddy and Sheahan to discuss the Alburgh Clubhouse Project, the MOU, and potential challenges.

Chris and Nicole pointed out that even if the project did not cost the tax payers anything under Title 16 Section 562 (7): “At a school district meeting the electorate may authorize the school board to enter into leases of real property for more than three years, to purchase buildings or sites for school purposes, to locate and erect schoolhouses, and to sell, or otherwise dispose of, schoolhouses or sites for same.” This is a key point. No matter how Alburgh School District would like to move forward with this project it is clear that the Alburgh Town electorate must weigh in.

Questions to answer:

- Will the School District own the new building?
- If yes: Will the School District lease the building? To whom? For how long?
- If no: Will the School District Sell/Lease the property the building will be built on? To whom? For how long?

If the School District will own the new building then construction must comply with all aspects of Title 16 Section 559. This includes specific requirements for projects over \$500,000 including “consultation with the Commissioner of Building and General services and with other knowledgeable sources...” It is likely the Vermont Agency of Education would also need to be involved. Under this scenario it is clear the School District would be responsible for making decisions about the building. Input could be sought from other organizations. However, the Alburgh School Board has the responsibility of making the final decisions.

Questions to answer:

- Does the School District, in partnership with the Supervisory Union, have the capacity to take on a project of this magnitude at this point?

- Will the partners (including the Town of Alburgh, Alburgh Family Clubhouse, and Northwest Regional Planning Commission) be open to the Alburgh School Board having the final authority/responsibility to make decisions?

Other information to consider regarding the project:

- In order to receive all the grant funding from the Northern Border Regional Commission, the School District, in partnership with project partners, an additional \$250,000 in non-Federal (state or private funds) must be raised on or before September 30, 2020.
- As a condition of the Vermont Community Development Program (VCDP) Implementation Grant received by the Town of Alburgh, a child care provider needs to be selected to run the daycare portion of the project. Alburgh operates its own preschool at this site as a result the funding under Act 166 of \$3000+ per child for at least 10 hours of high quality pre-school is not available. What will be the impact of this on being able to find a provider to have the project be viable? Selecting a provider for the project is slated to take place in spring 2020.

If the board decides to move forward with this project it will need to decide when to have the electorate vote. The two most obvious times are at Town Meeting in March 2020 or during the Presidential Election in November 2020. It is also possible to have a special election at any time the board would like provided it is warned appropriately. The warning for the town meeting day in March 2020 is due at the end of January and given the complexity of the project may not be enough time. Voting on the Presidential Election Day in November gives time for community education and also lets the Alburgh School Board determine if the \$250,000 in non-Federal (state and private) funds are on track to be raised.

This is a very worthwhile project and lots of people have worked hard to get us to this point and they should be commended. Quality childcare is definitely needed in Alburgh. Taylor Newton will be presenting at the board meeting in January and can share some additional details at that point. Beth and I thought it was important you have this information prior to the meeting in order to consider what you think the next steps might be.

Thank you for your work ensuring all members of the Alburgh learning community are curious, creative, courageous, and capable of pursuing their aspirations in a diverse and ever changing world.

Sincerely,



Michael J. Clark
Grand Isle Supervisory Union
Superintendent



51 Knight Lane · PO Box 1486
Williston, VT 05495
Telephone 802-862-1980
fax 737-207-8272
www.atcgroupservices.com

December 31, 2019

Beth Hemingway
Principal
Alburgh Community Educational Center
45 Champlain Street
Alburgh, VT 05440

Transmitted via electronic mail to: bhemingway@gisu.org

Re: Limited Indoor Air Quality Evaluation
Alburgh Community Educational Center
45 Champlain Street
Alburgh, VT05440
ATC Project Number: 280IH00238

Dear Beth:

The Alburgh Community Educational Center authorized ATC to perform a limited indoor air quality (IAQ) evaluation within the above referenced facility in Alburgh, Vermont.

Background

ATC Group Services LLC (ATC) understands that occupants have expressed concerns regarding the potential for IAQ contaminants at the facility due to reports of cold like symptoms and odors.

As part of the IAQ investigation ATC conducted sampling for the following real-time parameters: temperature, relative humidity, carbon dioxide, carbon monoxide, dew point, and total volatile organic compounds (TVOCs).

This report presents the results of the observations and sampling performed by ATC on December 6, 2019.

Observations

ATC made the following significant observations during the December 6, 2019 site visit:

- The Alburgh Community Educational Center Building is a multi-story brick building with additional concrete structure. Exterior finishes include brick, pitched metal roof with metal flashing.
- The building interior finishes typically include masonry, plaster, or gypsum wall board system (GWB) walls, laid-in acoustical ceiling tiles, resilient flooring or carpet. Trim is generally finished wood or metal.

- ATC did not identify any suspect odors, water staining or visibly apparent microbial growth within the area of concern.
- The interior areas of the facility were observed to have level of cleanliness similar to other school environments.
- The Primary and Intermediate wings on the North end of the building do not have a central HVAC air handling system and are heated by wall mounted unit ventilators. The outdoor air intakes of all ventilators in these wings were observed to be covered and sealed with foam board during ATC's December 6, 2019 site visit.

Real-Time Meter Results

On December 6, 2019, ATC measured carbon monoxide, carbon dioxide, temperature, dew point, and relative humidity levels within affected and unaffected areas of the building. These parameters were measured utilizing a TSI IAQ-Calc Model 7547 (Serial Number 75451650004). All data readings were collected in near-real-time. Outdoor readings were also collected for comparative purposes.

Results for temperature, relative humidity, carbon monoxide, carbon dioxide and dew point are provided in the following table. Also included is the number of human occupants in the space at the time of reading:

Results of Real-Time Readings DECEMBER 6, 2019								
Time	Location	Occupancy (#)	Temp. °F	Relative Humidity (%)	Dew Point (°F)	CO (ppm)	CO ₂ (ppm)	TVOCs (ppm)
1136	Primary – East	15	71.7	14.9	41.1	ND	1850	0.1
1135	Primary – West	4	70.9	13.4	39.7	ND	1635	0.2
1126	Library – Center	6	70.2	10.3	37.9	ND	930	ND
1145	Gym – Center	5	71.2	6.0	37.4	ND	635	ND
1140	Cafeteria – Center	50	71.7	10.1	39.3	ND	1101	ND
1142	South Wing 1 st Floor – Kindergarten	12	72.0	8.7	39.1	ND	1003	ND
1120	South Wing 2 nd Floor – Instructional Space	2	68.5	13.4	37.3	ND	1241	ND
1150	Intermediate I1/I2	8	67.1	7.5	33.8	ND	1330	ND
1130	Library – East Offices and Hall	4	70.4	10.1	38.0	ND	1023	ND
1132	2 nd Floor Center Hall	1	70.9	9.0	38.1	ND	880	ND

1201	Outside – West	N/A	28.1	5.6	-5.9	ND	405	ND
1020	Outside – South Parking Lot	N/A	31.3	6.0	-2.5	ND	411	ND
1125	South Wing 2 nd Floor M1/M2	8	69.8	10.8	37.7	ND	1100	ND

ND – Indicates that the result was below the instrument detection limit.

Results in comparison with current regulatory and industry standards are given in the following sections.

Temperature and Relative Humidity Discussion

Indoor temperature and relative humidity can be compared to the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Standard 55-2004. ASHRAE standard 55-2004 (Thermal Environmental Conditions for Human Occupancy) generally defines methods for determining acceptable indoor temperature ranges based on the level of human occupant activity (i.e., metabolic rate), occupant clothing insulation, ambient humidity, and other factors. The intent of the standard is to provide acceptable thermal comfort for a desired percentage of building occupants. For typical office space as defined by the Standard, the following Table presents temperature ranges intended to provide acceptable thermal comfort for approximately 80% of the occupants.

<i>Acceptable Temperature Ranges at Indicated Relative Humidity</i>		
Typical Office Space Activity ASHRAE 55-2004		
Relative Humidity	Temperature: Light Clothing	Temperature: Heavy Clothing
10%	77-83°F	71-78°F
20%	76-82°F	70-78°F
30%	76-82°F	69-77°F
40%	76-81°F	69-77°F
50%	75-80°F	68-76°F
60%	75-78°F	68-75°F
70%	- -	67-73°F

Temperature levels measured inside the facility ranged from 67.1°F to 72.0°F and the relative humidity ranged from 6.0% to 14.0%. The measured temperature is generally within the ASHRAE Standard for heavy clothing at 10-20% humidity. The results indicate that the temperatures in the space should be comfortable for people in heavy clothing.

ASHRAE standard 55-2004 does not provide recommendations for maintaining indoor relative humidity within a specific range but does establish an upper boundary for dew point at 62.2 °F, which occurs at varying combinations of temperature and relative humidity (i.e., approximately 65% relative humidity at an ambient temperature of 72°F). None of the indoor dew point readings exceeded 62.2 °F. In addition, ASHRAE Standard 62.1-2004 (see Carbon Dioxide discussion below) recommends a maximum relative humidity level of 65% where air-conditioning systems with dehumidification capability are installed. None of the indoor samples exceeded 65% relative humidity.

It should be noted that ASHRAE Standard 55-2004 is only intended to provide acceptable thermal comfort for building occupants and is not intended to maintain conditions for preventing microbial growth. It should also be noted that no documented relative humidity value exists as a threshold that indicates the imminent growth of fungi (mold) on building materials and or surfaces. However, relative humidity levels directly correspond to dew point temperatures. Increasing relative humidity values, and therefore increasing dew point temperatures, may elevate the likelihood of surface condensation and subsequent potential microbial growth. Some building system components such as air conditioning ducts, cold water pipes, and concrete slabs on grade can be cooler than the maximum allowable dew point established by the Standard, resulting in condensation and potential microbial growth.

Temperature and relative humidity measurements as generally conducted for initial indoor air quality investigations are not intended to demonstrate compliance with all requirements of ASHRAE Standard 55-2004. The standard includes other requirements such as temperature variation and air speed within a space and defines specific protocols and procedure for evaluating compliance with the standard.

Carbon Dioxide Discussion

Carbon dioxide (CO₂) monitoring is a useful screening technique (non-quantitative) for determining if outside air supply is sufficient for maintaining acceptable indoor air quality. Carbon dioxide is a naturally occurring constituent of the atmosphere and is also a product of human respiration.

During periods of occupancy, carbon dioxide levels in a building will typically rise above normal background levels. The level of increase of carbon dioxide concentrations is generally related to the number of individuals in an area and the amount of outside air being introduced into that area.

CO₂ levels are commonly used as a surrogate for the determination of adequacy of the amount of outside air being introduced by the building's HVAC system(s). Previous iterations of ASHRAE's ventilation standard 62.1 noted that maintaining steady-state indoor air concentrations of CO₂ to no greater than 700 ppm above outdoor air levels "will indicate that a substantial majority of visitors entering a space will be satisfied with respect to human bioeffluents (body odor)." Additionally, a steady-state concentration of 700 ppm above outdoor air levels corresponds to ventilation rate of around 15 cubic feet per minute (cfm) per sedentary person.

The ambient outdoor (background) carbon dioxide concentration was measured at an average of 408 ppm at the time of sampling setting a comparative standard of 1108 ppm. Several of the tested locations within the building were found to have carbon dioxide concentrations in excess of 1108 ppm at the time of testing.

Carbon dioxide monitoring as generally conducted for initial indoor air quality investigations is not intended to demonstrate compliance with ASHRAE Standard 62.1-2004. The standard does not specify a maximum carbon dioxide concentration. Actual conditions in an active occupied building will vary and equilibrium carbon dioxide concentrations generally would not be achieved. Other quantitative methods and/or engineering assessments are required to demonstrate compliance with the standard.

Carbon Monoxide Discussion

Indoor carbon monoxide levels can be compared with the Vermont Occupational Safety and Health Administration (VOSHA) permissible exposure limit (PEL) of 35 ppm. All carbon monoxide measurements in occupied areas were less than the VOSHA PEL.

Total Volatile Organic Compound Discussion

Currently, no regulatory agency (e.g. OSHA, EPA) has promulgated standards for this indoor air quality parameter in non-industrial buildings, such as offices, schools and residences. For the real-time data collected, ATC has chosen to use the commonly accepted Target Guideline for TVOCs cited by the American Industrial Hygiene Association of 1 ppm (Industrial Hygienists Guide to Indoor Air Quality Investigations (1993), American Industrial Hygiene Association (AIHA). ATC did not identify any TVOC results in excess of the Target Guideline or the instrument detection limit on December 6, 2019.

Conclusions

- ATC did not observe any abnormal odors in the areas of concern.
- Surveyed areas of the facility appeared as clean as typical school environments.
- Visible apparent microbial growth was not observed in the areas visited by ATC.
- Temperature, humidity, and dew point within the surveyed areas of the facility were generally within relevant ASHRAE standards at the time of the investigation.
- Carbon dioxide concentrations were above the appropriate ASHRAE standard in several of the rooms within the building at the time of the investigation.
- Carbon monoxide concentrations within the surveyed areas of the facility were below appropriate VOSHA standard.
- Total volatile organic compound concentrations within the surveyed areas of the facility were below the AIHA Target Guideline of 1 ppm.

Recommendations

Given these findings, ATC recommends:

- Efforts should be made to increase the amount of outdoor air entry into the Primary and Intermediate Wings on the North end of the building, and in the Instructional Space in the 2nd Floor South Wing. Consultation with a mechanical engineer is recommended and should include the possibility of removing the covers on the unit ventilator outdoor air intakes.
- If the health symptoms continue the Alburgh Community Educational could consider evaluation of the heating, ventilation, and air conditioning (HVAC) system in the Primary and Intermediate Wings on the North end of the building.
- That maintenance, renovation activities, and ventilation system operations be documented in a log. Additionally, the facility should maintain an occupant diary of indoor air quality concerns.
- Week long CO₂ monitoring may be conducted by ATC in order to get more detailed CO₂ readings within the areas of concern.

Limitations

This report has been prepared to assist the client in evaluating the indoor air quality concerns in the Alburgh Community Educational Center located in Alburgh, VT. ATC provided these services consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions. This statement is in lieu of other statements either expressed or implied. This report is intended for the sole use of the client. The intent of the report is to aid the building owner, architect, construction manager, general contractors, and potential demolition and abatement contractors in locating fungi growth (mold). This report is not intended to serve as a bidding document nor as a project specification document and actual site conditions and quantities should be field verified.

The scope of services performed in execution of this evaluation may not be appropriate to satisfy the needs of other users, and use or re-use of this document, the findings, conclusions, or recommendations is at the risk of said user.

Although a reasonable attempt has been made to identify suspect fungi (mold) in the areas identified, the inspection techniques used are inherently limited in the sense that only full demolition procedures will reveal all building materials of a structure and therefore all areas of potential fungal growth. The size of the area impacted by fungal impact is based on professional judgment and practicality. Additionally, other possible building material hazards such as asbestos and lead-based paint were not included as part of this evaluation and may require proper sampling for identification prior to disturbance. Other unidentified microbiological impact may be located within walls, ceiling cavities, below flooring or grade, and other non-accessible areas. Precaution should be used during any remediation activities.

Additionally, the passage of time may result in a change in the environmental characteristics at this site. This report does not warrant against future operations or conditions that could affect the recommendations made. The results, findings, conclusions, and recommendations expressed in this report are based only on conditions that were observed during ATC's inspection of the site.

Thank you for selecting ATC for your environmental management needs. If you have any questions concerning this correspondence, please feel free to contact us at 802-862-1980.

Sincerely,
ATC Group Services, LLC



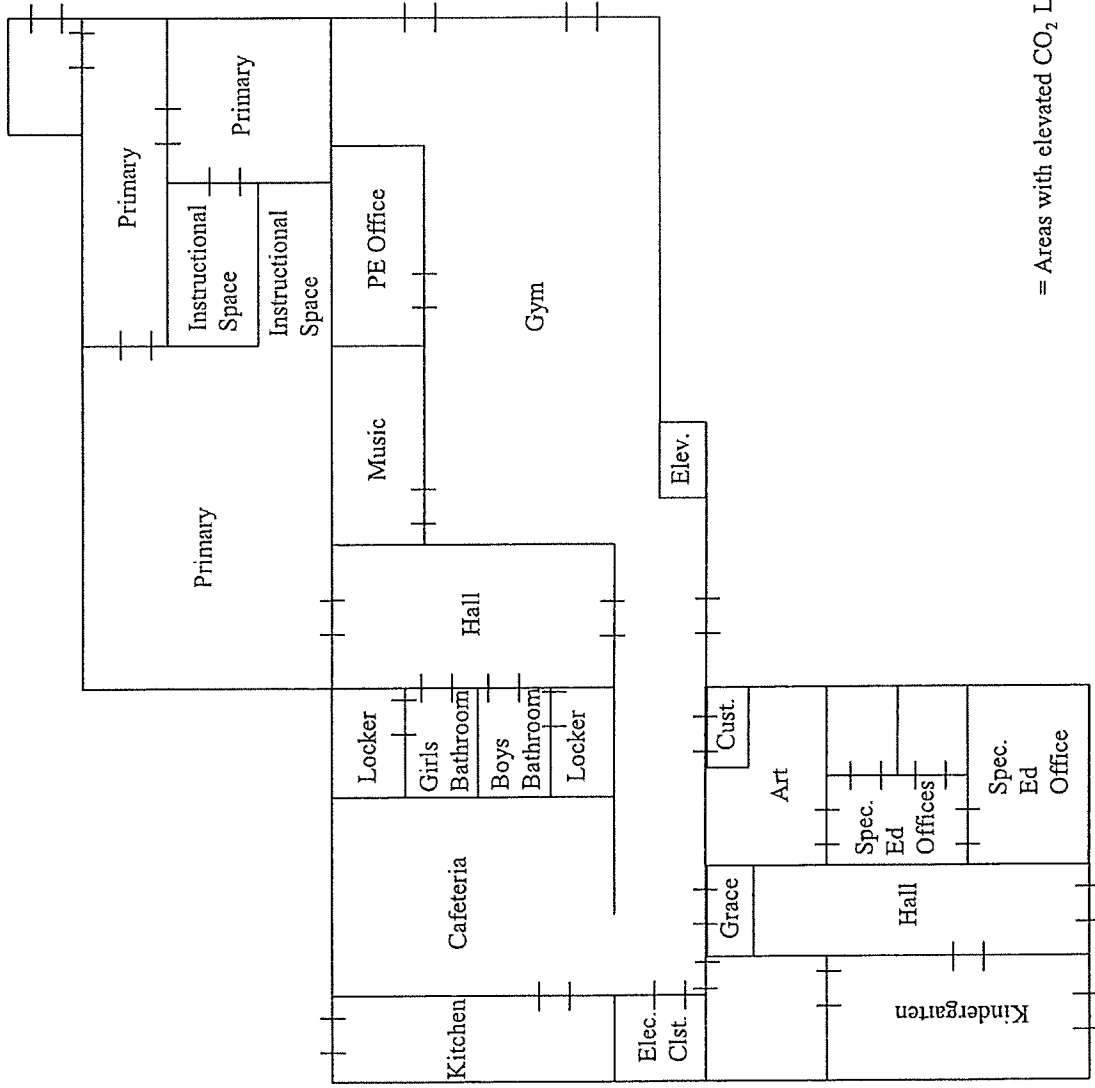
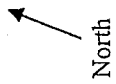
Nathan Amato
Senior Environmental Technician
Direct Line +1 802 871 8344
Email: nathan.amato@atcgs.com



Tom Broido
Branch Manager
Direct Line +1 802 871 8346
Email: tom.broido@atcgs.com

APPENDIX A

Location Diagram



= Areas with elevated CO₂ Levels

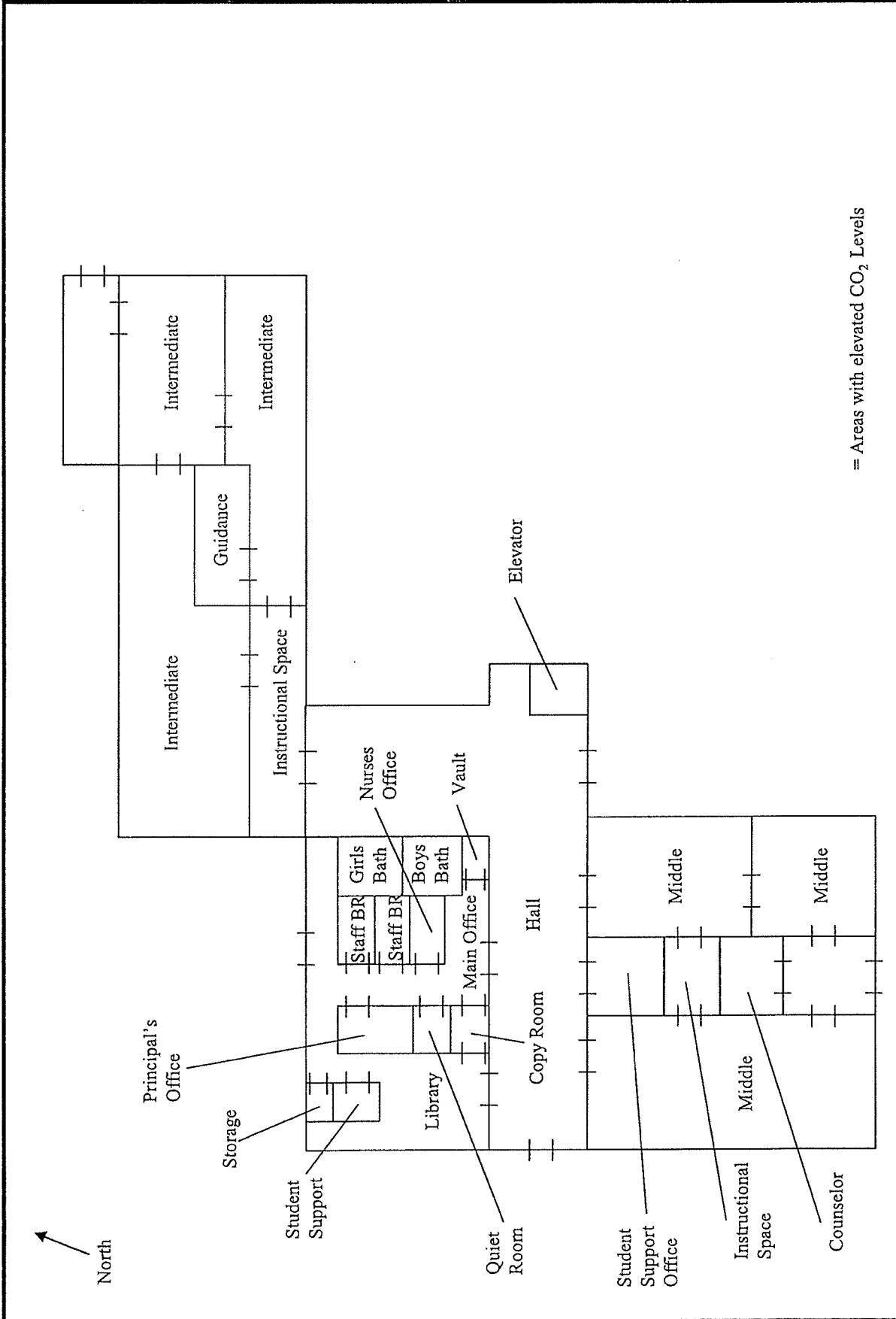
Location Diagram- First Floor
 Address: Alburgh Community Education Center
 45 Champlain Street
 Alburgh, Vermont
 Project Number: 280IH00238



51 Knight Lane Williston, Vermont 05495
 Phone: (802) 862-1980 Fax: (737) 207-8272

SCALE: Not to scale

Diagram 1



Location Diagram- Second Floor
 Address: Alburgh Community Education Center
 45 Champlain Street
 Alburgh, Vermont
 Project Number: 280IH00238



51 Knight Lane Williston, Vermont 05495
 Phone:(802) 862-1980 Fax: (737) 207-8272

Diagram 1

SCALE: Not to scale