

LOWELL GRADED SCHOOL  
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Anita Gagner  
Principal

John Castle  
Superintendent



**May 18, 2016**  
**Lowell Graded School Board Meeting Minutes**

**Board Members Present:** Steven Mason, Shauna Richardson

**Administrators Present:** Anita Gagner (Principal), John Castle (Superintendent), Kathy Nolan (Director of Curriculum, Instruction & Assessment)

**NCSU Finance Assistant:**

**Guests:** Jason Blay

- I. Steven Mason called the meeting to order at 6:03 p.m. The Pledge of Allegiance to the Flag was led by Steven Mason.
- II. Approve the minutes of April 13, 2016, School Board Meeting – Shauna Richardson made the motion to approve the minutes of the April 13, 2016, School Board Meeting. Steven Mason seconded. Passed unanimously.
- III. Public Comments, Communication with Parents/Staff/Citizens – Kathy Nolan was present conducting her “Farewell Tour” prior to her retirement at the end of June. She expressed her appreciation for the support she has received throughout her career. Kathy spoke specifically about current work being done by the Assessment, Feedback and Grading Committee. The committee is working towards a commonality of practice in and for the entire SU. The components they have begun work on are: a reporting document (not just a report card with grades), student led conferences, electronic portfolios, and presentations of learning. Kathy states this needs to be purposeful and intentional work for all. Steven Mason and Shauna Richardson, on behalf of the Board, thanked Kathy for all of her years of hard work. They stated they have enjoyed working with and respect her.
- IV. Financial Reports –  
Action:
  - A. Approve the Warrants – Shauna Richardson made the motion to approve the warrants. Steven Mason seconded. Passed unanimously.
  - B. Approve the Financial Report of April, 2016 – Shauna Richardson made the motion to approve the Financial Report of March, 2016. Steven Mason seconded. Passed unanimously.
  - C. Approve FY17 Tax Anticipation Borrowing – Shauna Richardson made the motion to approve the FY17 Tax Anticipation Borrowing from Community National Bank. Steven Mason seconded. Passed unanimously.

<u>Action:</u>			FY16
Check #	Orders	Check Date	Amount
5128-5163	Payroll	04/28/2016	\$35,107.77
5164-5174	Accounts Payable	04/26/2016	\$13,314.17
5175-5211	Payroll	05/12/2016	\$39,867.79
5212-5232	Accounts Payable	05/10/2016	\$50,745.61
5233	Accounts Payable	05/16/2016	\$2,446.43
<b>TOTAL ORDERS</b>			<b>\$141,481.77</b>

- V. Principal's Report – Shauna Richardson made the motion to approve the Principal's Report. Steven Mason seconded. Passed unanimously.  
Anita Ganger informed the Board that the freezer needs replacing. The Board has instructed Anita to get quotes and check into grant possibilities.
- VI. Superintendent's Report – John Castle was present, he spoke about meeting compliance regarding transportation contracts.
- VII. Unfinished/New/Other Business –  
Action:
- A. Award bid for Fire Extinguisher/Fire Alarm Inspection & Services - Sealed Fire Extinguisher/Fire Alarm Inspection & Services bid was opened by Steven Mason beginning at 6:45 p.m. D & D Electric's bid was for \$256.81 for Fire Alarm Services and \$350.00 for Fire Alarm Inspection, totaling \$606.81. Shauna Richardson made the motion to accept the bid from D & D Electric. Steven Mason seconded. Passed unanimously. See attached bid.
  - B. Award bid for Painting services - Sealed Painting bids were opened by Steven Mason beginning at 6:47 p.m., bid #1 from Fred Carter for \$10,381.00, bid #2 from Keith Winters for \$6,989.00 Shauna Richardson made the motion to accept the bid from Keith Winters. Steven Mason seconded. Passed unanimously. See attached bids
  - C. Award Copy Paper Bid - Shauna Richardson made the motion to approve the copy paper bid vendor – WB Mason. Steven Mason seconded. Passed unanimously.
- VIII. Other Business  
Discussion:
- A. Support Staff Terms and Conditions Policy review – This conversation will be continued at the June Board Meeting.
  - B. Road Rally – Shauna Richardson made the motion to allow the school parking lot to be used as a checkpoint for the June 21<sup>st</sup> Road Rally pending proof of insurance.
- IX. Agenda Items/Date for Next Board Meeting
- A. Support Staff Terms and Conditions Policy review
  - B. The date for the next School Board Meeting as set for Monday, June 13, 2016.
- X. Executive Session – Shauna Richardson made the motion to go into executive session at 7:03 p.m. Steven Mason seconded. Passed unanimously. Those invited to attend were

Anita Gagner, John Castle and Jason Blay. The Board slid out of executive session at 7:40 p.m. Shauna Richardson made the motion to accept the resignation of Board Member Gilles Bathalon. Steven Mason seconded. Passed unanimously. The Board and School community will miss Gilles. Appreciation for all he has done to support the School and community at large was noted. He was wished well in future ventures. Shauna Richardson made the motion to appoint Jason Blay to the Board. Steven Mason seconded. Passed unanimously. Shauna Richardson made the motion to offer the Elementary Classroom Teacher position to Keri Willey based on the recommendation of the interview committee. Steven Mason seconded. Passed unanimously. Shauna Richardson made the motion to offer the .2 P.E. position to Travis Terrell based on the recommendation of the interview committee. Steven Mason seconded. Passed unanimously.

- XI. Adjourn – Shauna Richardson made the motion to adjourn at 7:45 p.m. Steven Mason seconded. Passed unanimously.

**Meetings:**

<u>Group</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
<u>NCSU Policy Committee</u>	<u>Thurs.</u>	<u>05/26/2016</u>	<u>5:30 p.m.</u>	<u>NCSU A213</u>
<u>NCSU Executive Committee</u>	<u>Thurs.</u>	<u>05/26/2016</u>	<u>6:30 p.m.</u>	<u>NCSU A209</u>
<u>Lowell School Board</u>	<u>Mon.</u>	<u>06/13/2016</u>	<u>6:00 p.m.</u>	<u>Lowell Graded School</u>

Respectfully submitted by:

Anita Gagner