

LOWELL GRADED SCHOOL
52 Gelo Park Rd.,
LOWELL, VERMONT 05847-9796
(802) 744-6641 (phone)
(802) 744-9989 (fax)

Anita Gagner
Principal

John Castle
Superintendent



June 14, 2016
Lowell Graded School Board Meeting Minutes

Board Members Present: Steven Mason, Shauna Richardson, Jason Blay

Administrators Present: Anita Gagner (Principal),

NCSU Finance Assistant: April Touchette

Guest: Dr. George Hambleton

- I. Steven Mason called the meeting to order at 6:00 p.m. The Pledge of Allegiance to the Flag was led by Steven Mason. Two items were added to the agenda;
 1. Approve the Principal, Interview Committee and Superintendent's recommendation to employ Inga Hoag as a .5 FTE School Guidance Counselor for the 2016-2017 school year, pending Licensure approval status.
 2. Review Community Use of Facilities Policy.
- II. Approve the minutes of May 18, 2016, School Board Meeting – Shauna Richardson made the motion to approve the minutes of the May 18, 2016, School Board Meeting. Jason Blay seconded. Passed unanimously.
- III. Public Comments, Communication with Parents/Staff/Citizens – Dr. George Hambleton was in attendance. He expressed sincere appreciation and gratitude to the board and administration for his last 6 years of employment at Lowell Graded School. George Hambleton also expressed his thanks to the families of Lowell, stating that he considers them part of his family. He told those present that his decision to leave at this time, was made in order to be closer to home. Shauna Richardson personally thanked George for his time at Lowell stating she thought he was one of the best teachers her family has encountered. Steven Mason also thanked George for all that he has done to enrich the lives of the students at Lowell Graded School, stating that “George will always have a home at Lowell.”
- IV. Financial Reports –
Action:
 - A. Approve the Warrants – Shauna Richardson made the motion to approve the warrants. Jason Blay seconded. Passed unanimously.
 - B. Approve the Financial Report of May, 2016 – Shauna Richardson made the motion to approve the Financial Report of May, 2016. Jason Blay seconded. Passed unanimously.

<u>Action:</u>			FY16
Check #	Orders	Check Date	Amount
5234-5247	Accounts Payable	05/24/2016	\$10,870.49
5248-5287	Payroll	05/26/2016	\$42,632.48
5288-5300	Accounts Payable	06/07/2016	\$32,876.52
5301-5336	Payroll	06/09/2016	\$38,575.53
TOTAL ORDERS			\$124,955.02

- V. Principal's Report – Shauna Richardson made the motion to approve the Principal's Report. Jason Blay seconded. Passed unanimously.
During the Principal's Report, Anita Gagner expressed her gratitude to George Hambleton for his time at Lowell, thanking him for going above and beyond for the kids at Lowell Graded School. She stated that he will be greatly missed.
Anita Gagner presented the Board with the information requested for the upcoming Porsche Road Rally.
Anita Gagner shared the End of Year Reading Recovery Report.
- VI. Superintendent's Report – Steven Mason presented the Superintendent's Report. Shauna Richardson made the motion to approve the Superintendent's Report. Jason Blay seconded. Passed unanimously.
- VII. Unfinished/New/Other Business –
Action:
- A. Approve NCSU Transportation Compliance Plan – Shauna Richardson made the motion to approve the NCSU Transportation Compliance Plan. Jason Blay seconded. Passed unanimously.
 - B. Approve hiring of Assistant Cook – Shauna Richardson made the motion to approve the Principal/ Interview Committee's recommendation to employ Lisa Geoffroy as the Assistant Cook for the 2016-2017 school year. Jason Blay seconded. Passed unanimously.
 - C. Approve Contract Proposal for Bookkeeping Services 2016-2017 – Shauna Richardson made the motion to approve the Contract Proposal for Bookkeeping Services 2016-2017. Jason Blay seconded. Passed unanimously.
 - D. Approve new dates for 2016-2017 meetings – Shauna Richardson made the motion to change the meeting night from the third Wednesday of the month to the Second Monday of the month. Jason Blay seconded. Passed unanimously.
- Approve the Principal, Interview Committee and Superintendent's recommendation to employ Inga Hoag as a .5 FTE School Guidance Counselor for the 2016-2017 school year, pending Licensure approval status – Shauna Richardson made the motion to approve the Principal, Interview Committee and Superintendent's recommendation to employ Inga Hoag as a .5 FTE School Guidance Counselor for the 2016-2017 school year, pending Licensure approval status. Jason Blay seconded. Passed unanimously.

VIII. Other Business

Action:

- A. Approve Support Staff Terms and Conditions Policy (for adoption in August) – Shauna Richardson made the motion to approve the Support Staff Terms and Conditions Policy requesting assistance of Nancy Griffith, Human Resources Coordinator, in the comparison of policies. Jason Blay seconded. Passed unanimously.
- B. Approve Policy Changes
1. Rescind Policy NCSU D.26 Transfer of Staff – Shauna Richardson made the motion to rescind Policy NCSU D.26 Transfer of Staff. Jason Blay seconded. Passed unanimously.
 2. Revise Policy NCSU D.6 Substitutes – Shauna Richardson made the motion to revise Policy NCSU D.6 Substitutes. Jason Blay seconded. Passed unanimously.
- Review Community Use of Facilities Policy – The Board reviewed the current use of Facilities Policy. Discussion took place regarding usage of the multi-purpose/gym. Shauna Richardson made the motion to give current and future key holders a copy of the policy, requiring a signature assuming responsibility. A sign-up sheet will also be left in the gym for participants and times of usage. Jason Blay seconded. Passed unanimously.
 - Letters of non-return – Shauna Richardson made the motion to accept the letters of non-return from Mary Peters, James Carlson, Becky DiZazzo, Matthew Lapham and Joshua Estes. Jason Blay seconded. Passed unanimously. Steven thanked all for their service.

IX. Agenda Items/Date for Next Board Meeting

- A. Approve Support Staff Terms and Conditions Policy (for adoption in August)
- B. Any other policies
- C. The date for the next School Board Meeting was set for Monday, July 11, 2016.

X. Executive Session – None required

XI. Adjourn – Shauna Richardson made the motion to adjourn at 7:12 p.m. Jason Blay 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>06/16/2016</u>	<u>5:30 p.m.</u>	<u>NCSU A213</u>
<u>NCSU Executive Committee</u>	<u>Thurs.</u>	<u>06/16/2016</u>	<u>6:30 p.m.</u>	<u>NCSU A209</u>
<u>Lowell School Board</u>	<u>Mon.</u>	<u>07/11/2016</u>	<u>6:00 p.m.</u>	<u>Lowell Graded School</u>

Respectfully submitted by:

Anita Gagner