

LOWELL GRADED SCHOOL
52 Gelo Park Rd.,
LOWELL, VERMONT 05847-9796
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Anita Gagner
Principal

John Castle
Superintendent



August 8, 2016
Lowell Graded School Board Meeting Minutes

Board Members Present: Steven Mason, Jason Blay, Shauna Richardson @ 6:20 p.m.

Administrators Present: Anita Gagner (Principal),

NCSU Finance Assistant: April Touchette

Guest: Andrew Touchette, David Legacy

- 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. There were no additions or adjustments to the agenda.
- II. Approve the minutes of July 11, 2016, School Board Meeting – Jason Blay made the motion to approve the minutes of the July 11, 2016, School Board Meeting. Steven Mason seconded. Passed unanimously.
- III. Public Comments, Communication with Parents/Staff/Citizens – None
- 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 July 2016 – Shauna Richardson made the motion to approve the Financial Report of July 2016. Jason Blay seconded. Passed unanimously.
 - C. Approve Food Service Fund Transfer – No action was necessary.

| <u>Action:</u> | | | FY16 | FY17 |
|----------------|------------------|------------|-------------|-------------|
| Check # | Orders | Check Date | Amount | Amount |
| 5422-5441 | Payroll | 07/21/2016 | \$24,137.83 | |
| 5442-5461 | Payroll | 08/04/2016 | \$24,137.96 | |
| 5516-5518 | Payroll | 07/21/2016 | | \$4,526.57 |
| 5519-5530 | Accounts Payable | 07/18/2016 | \$5,873.18 | |
| 5531 | Accounts Payable | 07/18/2016 | \$2,674.76 | |
| 5532 | Accounts Payable | 08/17/2016 | \$2,674.76 | |
| 5533-5535 | Accounts Payable | 07/18/2016 | | \$514.74 |
| 5536-5541 | Accounts Payable | 08/02/2016 | \$4,447.24 | |
| 5542-5545 | Payroll | 08/04/2016 | | \$4,918.68 |
| 5546-5554 | Accounts Payable | 08/02/2016 | | \$61,056.24 |

| | | | | |
|---------------------|-------------------------|-------------------|--------------------|--------------------|
| 5555 | Accounts Payable | 08/05/2016 | \$3,284.33 | |
| TOTAL ORDERS | | | \$67,230.06 | \$71,016.23 |

- V. Principal's Report – Jason Blay made the motion to approve the Principal's Report. Shauna Richardson seconded. Passed unanimously.
- VI. Superintendent's Report – John Castle was not present.
- VII. Unfinished/New/Other Business –
Information/Action:
 A. All Earth Renewables – Shauna Richardson made the motion to approve the contract from All Earth Renewables. Jason Blay seconded. Passed unanimously.
 B. Board Goals and Budget Parameters – This was tabled until necessary information is received.
Action:
 A. Award bid for Fuel Oil/Propane - Sealed Fuel Oil/Propane bids were opened by Steven Mason beginning at 6:35 p.m., bid #1 from Oil Supply Corp. for #2 fuel for \$1.77 per gallon fixed price, bid #2 from Fred's Energy for #2 fuel oil for \$1.759 per gallon fixed price and propane for \$1.37 per gallon fixed price, bid #3 from Nadeau's Fuels, Inc. for propane for \$1.34 per gallon fixed price and bid #4 from Blue Flame Gas for propane option 1 for \$1.38 per gallon fixed price or option 2 for a floating price over Area Index fluctuating with the market. Shauna Richardson made the motion to accept the bid from Oil Supply for #2 fuel oil. Jason Blay seconded. Passed unanimously. The Board is awaiting more information regarding propane programs. They will award a bid for propane on or before September 1, 2016. See attached bids.
- VIII. Other Business
 A. Adopt D.19 Support Staff Terms and Conditions Policy - Shauna Richardson made the motion to adopt D.19 Support Staff Terms and Conditions Policy. Jason Blay seconded. Passed unanimously.
- IX. Agenda Items/Date for Next Board Meeting
 A. The date for the next School Board Meeting was set for Tuesday, September 6, 2016.
- X. Executive Session – None required
- XI. Adjourn – Shauna Richardson made the motion to adjourn at 7:05 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>08/18/2016</u> | <u>5:30 p.m.</u> | <u>NCSU A213</u> |
| <u>NCSU Executive Committee</u> | <u>Thurs.</u> | <u>08/18/2016</u> | <u>6:30 p.m.</u> | <u>NCSU A213</u> |
| <u>Lowell School Board</u> | <u>Tues.</u> | <u>09/06/2016</u> | <u>6:00 p.m.</u> | <u>Lowell Graded School</u> |

Respectfully submitted by:

Anita Gagner