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**CHEVELON BUTTE SCHOOL DISTRICT #5  
3031 OLD RIM ROAD  
FOREST LAKES, ARIZONA 85931**

**MINUTES OF MAY 17, 2012**

**CALL TO ORDER**

President Linda Blosser called the budget workshop meeting of the Chevelon Butte Governing Board to order at 10:31 A.M. The pledge was said by all present. Present were President Linda Blosser, and members Cheryl Rife, and Don Peterson. Richard Eng and Trina Cooper were unable to attend. Also present was Deputy Chief Superintendent Tina Wells. Office clerk Mary St. Germain and office assistant Veronica Mannett were also present. Linda moved to rearrange the agenda so Tina Wells could explain the need for Visions software first. The issue of IT support will be #2 and the explanation of the budget spread sheet will be #3. Cheryl seconded. Passed.

**CALL TO THE PUBLIC**

There wasn't any public present.

**NEW BUSINESS**

1. (2) Coconino County Superintendent of Schools Chief Deputy, Tina Wells, explained the need for CBSD#5 to have Visions software and training for the staff who will use it. She explained that it would be done on a modular basis...The CBSD#5 staff would be trained and when they could, they would take over the responsibilities that Flagstaff (Coconino County School Superintendents Office)has been providing. Within 12-14 months CBSD#5 will be on its own, as far as a finance department, if we are ready; the County would make sure we are trained and ready to be on our own. Cheryl asked why this was happening now. Tina explained that the Board had shown an interest in being on its own and that if we didn't do it, we would have to be charged for the County doing it for us. The areas of responsibility that she talked about are: General Ledger (accounting for District, subject to audit), Accounts Receivable (money taken in and sent to County Treasurer to be placed in the proper District account), Accounts Payable (payment of bills of the District...County would still issue warrants, but we would do all accounting), W-2 forms for all employees, Payroll (again, County would issue warrants, we would do all other accounting...taxes, benefits, etc.), Annual Budget (we started that this year, still have County help), Annual Financial Report (this goes to ADE and the Auditor General every year) and any other areas the County deems necessary.

2. (3) Tina explained that she felt that an outside IT would be best for the District. She felt that the IT agency should be bonded, due to the sensitive nature of our finance

information on the computers. She also addressed the need for new office computers to handle the software. She was not specific on the number of computers, however the office staff would like two, one for Visions and one for other office needs...word, excel, etc.

3. (1) Office clerk Mary St. Germain, with Tina Wells' help, went through the budget spread sheet. They were able to answer most questions from the Board. The Board requested that some of the amounts be increased. One of these areas was the possibility of fuel prices rising and the District being prepared for that. Another was the area of employee benefits...especially health insurance. Another was the increase in the number of hours the office staff will be working to have the transition go smoothly: time for training and implementing the new procedures. Some of the specific line items that were raised were: employee benefits because the Board will be discussing that item and they wanted the money available, fuel allowance was raised due to the rising fuel prices, snow removal allowance was raised because the Blue Ridge buses will be parked in a new area that will require more snow removal, electricity allowance was raised due to the new parking area in Blue Ridge. Again it was noted this is a work in progress and many changes may be made before the final proposed budget is ready for approval. Tina and Mary made note of those requests and will put them into the actual proposed budget that will be presented in June. There was also a request from Linda Blosser to have money for a new handicap bus. We do not have a handicap bus in our fleet now, and Federal Regs. require one. Tina felt it was do-able. All Board members present made suggestions. After ADE (Arizona Dept. of Education) releases the final numbers...which should be soon...Tina will get the budget ready to present to the Board at the June 26, 2012 meeting at 4:00 P.M.

### **ADJOURNMENT**

Don moved to adjourn the meeting. Cheryl seconded. Passed. The meeting was adjourned at 11:50AM.