

CHEVELON BUTTE SCHOOL DISTRICT #5

3031 OLD RIM ROAD

FOREST LAKES, ARIZONA 85931

MINUTES OF AUGUST 14, 2012

CALL TO ORDER

The August 14, 2012 Regular Meeting was called to order by Linda Blosser at 5:00p.m. The pledge to the flag was said by all present. Members present in Forest Lakes were Linda Blosser, Richard Eng and Cheryl Rife. Member Don Peterson was present in Blue Ridge.

ADOPTION OF AGENDA

Linda suggested that #3 of Old Business should be removed. Richard moved to remove #3 of Old Business; Cheryl seconded. Passed.

Richard moved to adopt the amended Agenda; Don seconded. Passed.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Linda moved to approve the minutes of July 10, 2012; Cheryl seconded. Passed.

RATIFICATION OF VOUCHERS

Don moved to ratify Payroll Vouchers #1, 2, 3; Encumbrance Vouchers # 1244, 1245, 1246, 1247; and Vouchers #1301, 1302, 1303, 1304, 1305, 1306 & 1308; Richard seconded. Passed.

PRESIDENT'S REPORT

1. Linda read Trina Cooper's Letter of Resignation. As of July 31, 2012 she is no longer a board member. Linda reported that Superintendent Robert Kelty advised not to fill the position since Trina only had four months remaining in her term and the board still maintains a quorum.
2. Linda reported that the new computer system at the District Office will be installed on August 17, 2012.
3. Linda reported that the bus inspections were a success with compliments from DPS.

4. Linda reported that all State and Federal Fiscal Year Reports were completed and submitted.
5. Cheryl reported that the Quilters were awaiting bids from two contractors on the bathroom remodels.
6. Linda reported she was meeting with Frank Valani on August 15, 2012 to discuss the handicap bus.

OLD BUSINESS

1. Office Staff Job Description. Don submitted a District Office Manager Job Description draft. Don moved to accept the District Office Manager Job Description with the following amendments to the initial draft; Richard seconded. Passed. Amendments to read as follows:
 - a) #4 shall read: "Attend all governing board meetings; prepare agendas, meeting minutes, e-mails, payroll and financial reports.
 - b) Add #19: "Become knowledgeable of current policies and procedure manuals and follow same."
 - c) Add #20: "Prepare the Annual Budget for the governing board approval."
2. Employee Health Insurance. Discussion was held regarding employee health insurance eligibility requirements. Linda moved to provide employee health insurance benefits as follows:
 - a) 40-hour per week "full-time" employees will be eligible and only full-time employees will be offered this benefit;
 - b) A policy must be written regarding this benefit and placed in the policy manual;
 - c) This benefit must be written into any eligible employee's work agreement and the employee shall be given the ability to opt out;Richard seconded. Passed.
3. Removed.
4. Linda reported that in order to have Mary St. Germain removed as a signatory on the National Bank checking account she must present board minutes to the bank stating that Mary St. Germain was not offered a work agreement for 2012/2013 and that she is no longer an employee of this district. Linda moved to provide the bank a copy of the required board minutes; Richard seconded. Passed.

5. Linda reported the CCSOS Office advised that in the interest of checks and balances, full-time and part-time employees must be hired for the District Office.

NEW BUSINESS

1. Linda reported that no one will be on the ballot for the upcoming election and that the Board of Supervisors cancelled our election.
2. Linda reported that since the end of June she has travelled over 3,000 miles between Blue Ridge and Forest Lakes in order to take care of District Office business and is requesting approval for once-a-week travel mileage, plus approval for mileage for emergency circumstances. Richard moved to reimburse mileage for emergency travel to and from the district office in addition to reimbursement for the once-a-week mileage noted above; Linda seconded. Passed.
3. Linda moved to appoint Cheryl as a second signatory on the district bank account; Richard seconded. Passed.
4. Linda moved to convene into Executive Session under the authority of A.R.S. 431.03(A)(1); Cheryl seconded. Passed.
5. Richard moved to reconvene the regular meeting; Cheryl seconded. Passed.
6. Discussion was held to request the county attorney draft a work agreement reflecting a 90-day probation for new employees with insurance benefits to begin after successful completion of the 90-day probation. Linda will speak with the attorney regarding this matter. Richard moved to hire a full-time employee at \$33,000.00 a year plus health insurance benefits and a part-time employee at \$12.00 per hour; Linda seconded. Passed.

ADJOURNMENT

Linda moved to adjourn the meeting at 6:11p.m.; Richard seconded. Passed.