

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

**MINUTES OF February 12, 2013**

**CALL TO ORDER**

The February 12, 2013 Regular Meeting was called to order by Linda Blosser at 5:00 pm. The pledge was said by all present. Present in Forest Lakes were April Pontious, Rebecca Johnson. Present in Blue Ridge were Don Peterson, Linda Blosser, Denny Bondurant, Larry Sears and Nathan Agent. Sign in sheet is available at the District office for review.

**ADOPTION OF AGENDA**

Linda Blosser made a motion to approve the agenda as presented, Don Peterson seconded. Passed

**APPROVAL OF MINUTES**

The minutes of January 8, 2013 were presented. Linda moved to accept the minutes. Becky seconded. Passed.

**RATIFICATION OF VOUCHERS**

Expense vouchers 1326, 1327, 1328, 1329, and 1330 were presented. Payroll vouchers 15 and 16 were presented. Linda moved to accept the vouchers as presented. Denny seconded. Passed.

**CALL TO THE PUBLIC**

No one had anything from the public.

**PRESIDENT'S REPORT**

1. Linda Blosser reported that Larry Sears talked to Canyon State and everything is on schedule. Once the new bus arrives in Phoenix it will have to go through all the required inspections before we can take possession.
2. Linda Blosser shared with the Board the newly created time-sheets that the employees will be using in the future. The new time-sheets will allow employees who work different jobs with different pay rates to use one time-sheet for their

hours worked. April Pontious thanked Larry Sears for the joint effort in putting it together.

### **LEAD BUS DRIVER'S REPORT**

Larry Sears shared that all the buses are up and running except for the defroster on Bus 10. The defroster was repaired and is now not working again. The bus will be taken back to the repair shop.

### **OLD BUSINESS**

1. Denny Bondurant shared with the Board that she had contacted several medical insurance companies trying to find out how Obama Care is going to affect the rising costs of premiums for the employees that CBSD is currently paying. It seems that no one has any information at this time to give any insight as to how we will all be affected. Denny is currently waiting for a response to find out if CBSD qualifies for a small business of less than 50 employees to receive a tax break. April Pontious shared that the quote with ASBAIT is still with the underwriter. Also, during April's last ASBO class, a student shared another lead on a Northern Arizona insurance company that small school districts are using. April will follow up and get back to the Board. This item is tabled until next Board meeting.
2. Linda reviewed the reimbursement for electrical usage contract for the buses being parked at driver's home overnight and asked if the board agreed with the contract and the amount. Don made a motion to accept the contract as written. Linda seconded. Passed.
3. Linda Blosser met with Payson Unified School District and Pine/Strawberry ESD to discuss having Chevelon Butte School District transport their students. It was determined that at this time it would not be cost effective to make a change.
4. April Pontious presented the four bids received for the support of a backup system and a Service Level Agreement for our District office computer. After reviewing all the different solutions, Smart Systems was chosen. Linda moved. Don seconded. Passed.

### **NEW BUSINESS**

1. April Pontious presented the need for a new printer in the District Office. The presentation included the Situation, Target and Proposal (STP). A lease to own printer that has print, copy and fax functionality was reviewed and discussed. It was decided to move forward with a lease/purchase of a new printer by Konica Monolta. Becky moved. Denny seconded. Passed.
2. April Pontious presented to the Board that we could purchase on-line prepaid flat rate envelopes which would cost less for sending out the monthly Board meeting material. All was in agreement to purchase in bulk to save money.

3. Nathan Agent presented "Preparation on Emergency Preparedness" which described where we are at most risk in the transportation of our children as a district. Our plan as a district is to come together as a team and develop all the steps we will need in case of an emergency. Nathan and Larry want to use Liberty's many years of service as an expert to help develop the plan. Once the plan is developed (board members, office staff and bus drivers) will come together and be an important part of the training. The goal for the District is if there is ever an emergency, each one of us will know our role and work as a team.

### **ADJOURNMENT**

Denny moved to adjourn the meeting, Don seconded. Passed. Meeting adjourned at 6:35 pm.