

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

MINUTES OF March 12, 2013

CALL TO ORDER

The March 12, 2013 Regular Meeting was called to order by Linda Blosser at 5:01 pm. The pledge was said by all present. Present in Forest Lakes were Cheryl Rife, Rebecca Johnson, April Pontious, Briana Allen Present in Blue Ridge were Don Peterson, Linda Blosser, Denny Bondurant. 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, Cheryl seconded. Passed.

APPROVAL OF MINUTES

The minutes of February 12, 2013 were presented. Don moved to accept the minutes. Cheryl seconded. Passed.

RATIFICATION OF VOUCHERS

Expense vouchers 1332, 1333, were presented. Payroll vouchers 17 and 18 were presented. Becky asked if she had to pay back ASBA Spring Legal Seminar, Linda is working on getting money returned based on the weather and not being able to travel and will report next month. Don mentioned there was a charge on the National Bank for his credit card when he hadn't received it. Don also requested further explanation for the charges for a Home Depot purchase of some circuit breakers. Linda asked April if she could address Don's questions. April mentioned she would speak to the Home Depot charge at this time. This was a purchase to replace two circuit breakers that were old and kept popping off as well as having two backups just in case others become an issue. 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 our new special needs bus #16 has arrived. Pictures were displayed in Forest Lakes and Blue Ridge. Linda asked our lead driver to comment on the bus. Larry mentioned bus has all the features we asked for and everything seems to work well. The bus did go down to Canyon State to have some work done on it but it is back and working just fine, it's a great addition and is capable of replacing any of our buses in the fleet. If we have a special needs child move into either Forest Lakes or Blue Ridge it will accommodate the child.
2. Linda Blosser shared the office staff is in training leaning the new software called Visions. On March 14th, the office will be creating our first Accounts Payable (AP) file run.
3. Linda wanted to remind everyone that this Saturday March 16th will be our Emergency Preparedness training held in Payson at the bus barn starting at 9:00 am. Linda will send directions out to Becky.
4. Linda wants to give a big thanks to the Quilters club for their generosity of having our bathrooms remodeled at the District office. Pictures were shared on the Blue Ridge side. They look wonderful and it is such a great gift!

LEAD BUS DRIVER'S REPORT

Larry Sears shared that the last week of school bus #16 had some minor things come up and with Blue Ridge being on spring break this week he was able to take it down to Canyon State to get these items corrected. Also, Bus #15 had some steering issues which were sporadic and the bus was also taken to Canyon State for repairs and will hopefully be picked up next week. Not sure if this will be covered on warranty.

OLD BUSINESS

1. Linda asked if everyone had time to review the Emergency Preparedness training material that was provided by Larry and Nathan. Linda opened it up for discussion to see if anyone had any comments. Denny asked what HAZMAT was and Larry explained it is HAZMAT material. Also, Denny asked if drivers could drive over downed power lines. Larry explained that drivers are not to drive over downed power lines. Drivers are to stay clear. Linda made a motion to accept the Emergency Preparedness Plan as written with the understanding that it is still in work. Denny seconded. Passed.
2. Linda explained that Premium rates are continuing to go up and CBSD does not want to get to the point where we can't afford it. Linda requested April to share medical quotes that was received by ASBAIT. There are two different quotes that were sent for review; both will save CBSD a considerable amount of money compared to the Premiums that are being paid today. Linda made a suggestion to place a CAP of \$600 dollars of what CBSD will pay per employee per month as a premium. Don suggested the board holds off on making a decision on the CAP until a decision is made on which plan the district will provide. Denny suggested

- looking at the budget and deciding to see what we can afford. Cheryl suggested getting more information before she can decide to pick a number. Linda made the motion to table this item until next month's board meeting allowing the Board to review. Denny seconded. Passed. Linda tabled the discussion until the next board meeting on April 9th, 2013.'
3. Linda requested approval of reversing the previous approval of the purchase-lease of copying/fax machine. If paid outright, it will save the district \$940.42 by not paying interest. Don asked if the funds were available to buy the copier out right. Linda spoke with Flagstaff and confirmed that Chevelon Butte has the funds available. Don motioned. Denny seconded. Passed

NEW BUSINESS

1. Linda proposed a motion to purchase the Bizhub C284 printer/fax for \$5,279.10 in one payment. With savings of \$940.42. Don seconded. Passed
2. A diagram of proposed staging of buses at the Forest Lakes Fire District property was given to board members to review. Linda traveled to Forest Lakes to analyze the proposed area. Linda shared that the site was absolutely perfect for the staging of Chevelon Butte's Forest Lakes buses #9 and #10. The proposed staging area is in a useful horseshoe with a pedestal already on the site with the ability for APS to install a meter and outlets. The meter will be used for plugging in and tracking electrical usage. On the site there will also be a parking pad required for the buses to be stored on. Linda stated that in order for the buses to be staged on the proposed site there would need to be gravel brought in. Don agrees that it is a great idea and has also suggested that we ensure APS will install a meter and outlets. All board members were in agreement that this was a great solution to a problem. Larry Sears suggested an overhead light for security and safety. Linda is requesting approval to continue discussion of the proposed parking of the Chevelon Butte buses with the Forest Lakes Fire Department Governing Board meeting on Saturday, March 16th, 2013. Don motioned. Denny seconded. Passed

ADJOURNMENT

Don moved to adjourn the meeting. Denny seconded. The meeting was adjourned at 5:45 pm.