

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

**MINUTES OF May 14, 2013**

**CALL TO ORDER**

The May 14, 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, Becky Johnson, Cheryl Rife, Briana Allen Present in Blue Ridge were Don Peterson, Linda Blosser, Denny Bondurant.

**ADOPTION OF AGENDA**

Denny made a motion to approve the agenda as presented, Becky seconded. Passed.

**APPROVAL OF MINUTES**

The minutes of April 9, 2013 were presented. Becky moved to accept the minutes. Denny seconded. Passed.

**RATIFICATION OF VOUCHERS**

Expense vouchers 1337, 1338,1339,1340,1341, along with Payroll vouchers 21, 22, 23 were presented. Denny moved to accept the vouchers as presented. Becky seconded. Passed.

**CALL TO THE PUBLIC**

No one had anything from the public.

**PRESIDENT'S REPORT**

1. Linda wanted to inform the board of the resignation of the District Office Manager. She received the resignation on May 2,2013.
2. Linda informed Board members that the school year was coming to a close on May 24, 2013.
3. Linda wants everyone to know that we have one graduate this year. Tawnie Morris will be graduating from Mogollon High School on May 24, 2013. There will be a graduation party held at the Community Library from 12-2 on May 24<sup>th</sup> 2013.

4. Linda informed the Board members that Ruth Rodriguez passed. Linda stated that Ruth had been the CBESD payroll official for 20+ years. She will be greatly missed and remembered as a kind and soft spoken woman.
5. Linda reported that there was an error in the tuition with Pine/Strawberry to the tune of \$15,000. The CBESD was paying Pine/Strawberry tuition even though no students were attending. This was thankfully caught and is now being resolved. Pine/Strawberry will be reimbursing CBESD.
6. Linda stated that Visions AP and Payroll training was coming along well. Briana has taken over everything and is doing so nicely.

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

Linda informed everyone that all buses are up and running.

### **OLD BUSINESS**

1. Linda reported that there were many things left to do on the site where CBESD would like to stage the buses during the school year. Linda was not clear on who she should call or how to go forward with the steps necessary to move forward. Don volunteered to take things over and make sure everything gets taken care of.

### **NEW BUSINESS**

1. The 2012/2013 Revised Budget was presented. Cheryl moved to accept the revision. Becky seconded. Passed.
2. Linda came to the board members with an option to outsource CBESD needs that cannot, at this time, be handled by office staff or the Board. These things include the Fiscal Year budget and multiple reports. Linda gathered three different quotes from three different companies. Cheryl thought that The Professional Group would be the best fit for the District. Denny and Becky agreed. Linda moved to outsource the CBESD needs to The Professional Group. Becky seconded. Passed
3. Linda reported that the Trust inspection went well except for a few things, such as the backboard on one of the basketball nets needs to be properly secured, drain pan for water heater, and proper storage of a gas can in the custodian shed. Linda requested that Becky Johnson take the lead of making sure everything is taken care of.
4. Briana proposed a new way to present Payroll vouchers to the board. Becky loved the idea. Linda and Denny want to have actual copies of the time sheets as well as the new proposed way for payroll. Briana reassured the board that the originals will always be on hand in case there ever was a question. Cheryl made the motion to move. Becky seconded it. Passed
5. Linda brought to the board members attention that there were a few groups who lease the CBESD building that had a concern about the use of the District Office copier. Linda stressed to the board that they had just purchased a brand new

copier for \$5,000 for use in the district office. A suggestion for a solution was brought to the board that the groups who lease the building could use the old copier if they provide their own paper and purchase the ink when needed for the copier. This copier is located in the storage room next to the quilter's cabinet. Don moved to allow groups to use the copier if they provide their own paper and buy ink when needed. Denny seconded. Passed

6. Linda stated that she needed permission from her fellow board members to remove former employee, April Pontious, from the National Bank of Arizona as a signature and a card holder. Don moved. Becky seconded. Passed

### **ADJOURNMENT**

Denny moved to adjourn the meeting. Becky seconded. The meeting was adjourned at 5:40 pm.