

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

MINUTES of September 10, 2013

CALL TO ORDER

President Linda Blosser called the regular meeting of the Chevelon Butte Governing Board to order at 5:02P.M. The Pledge was said by all present. Present in Forest Lakes were Linda Blosser, Cheryl Rife, Becky Johnson and Denny Bondurant. Don Peterson was present by phone. Also present in Forest Lakes were Laura Smith and three members of the public.

ADOPTION OF THE AGENDA

Don moved to adopt the agenda as presented. Becky seconded. Passed.

APPROVAL OF MINUTES

The minutes of the August 13, 2013 meeting were presented. Denny moved to approve the minutes of August 13, 2013; Don seconded. Passed.

RATIFICATION OF VOUCHERS

Vouchers 1403, 1404, 1405 and 1352 and Payroll Vouchers 4 and 5 were presented. Cheryl moved to accept the vouchers as presented; Becky seconded. Passed.

CALL TO PUBLIC

No response from the public.

OLD BUSINESS

1. Window in the office. Becky reported that a 4x3 vinyl double-paned window was donated. The board previously approved the \$500 cost to install a window. Becky will follow through with Cliff Schweigert for the installation of the window.
2. Trust building inspection. Becky reported she is obtaining information on the cost of a new, larger water heater for the building, together with the cost of installation. This item will be tabled until all information is obtained.
3. Radio antenna for the district office. Linda reported that she has been told to contact Mandy Metzger for help with this item. This item will be tabled until more information is obtained.

NEW BUSINESS

1. Denny moved to accept the Matt Breakey's leave of absence; Don seconded. Passed.
2. Linda reported that Chip Dinsmore has offered to do snow plowing in Blue Ridge at the same rate as last year : \$80 per hour; and Bill Morehead in Forest Lakes will plow at the rate of \$65 per hour. Bill Morehead has also presented a bid to remove snow from the school district building at the rate of \$75 per hour. Work agreements must be presented to both men and certificates of liability for insurance purposes need to be obtained from both. This item will be tabled until these two requirements have been completed.
3. Becky moved to accept Briana Allen's resignation; Don seconded. Passed.

4. Laura Smith reported that I-pads would be beneficial to the board only if they are comfortable using them. She recommended that at least two board members practice with I-pads to see if they can work with them. This item will be tabled for now.
5. Laura Smith presented the Annual Financial Report for approval. Becky moved to approve; Denny seconded. Passed.
6. Laura presented a detailed review of the monthly expenditure report for board information.
7. Denny presented a “start” on a detailed job description for the office clerk position. Denny will work with Laura to refine the job description. This item will be tabled until the job description is finalized.
8. Becky moved to move into Executive Session to discuss the applications for the full-time office position; Denny seconded. Passed.
9. Linda moved to reconvene to the regular meeting; Denny seconded. Passed.
10. Becky moved to offer Angela Plantholt the position of office clerk starting at \$13.00 per hour, together with medical insurance as of the first day of employment. A 90-day review will be conducted with a raise being considered at that time.

ADJOURNMENT

Becky moved to adjourn the meeting; Denny seconded. Passed. Meeting adjourned at 6:12P.M.