

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

**MINUTES of Governing Board Meeting for November 7, 2013**

**CALL TO ORDER**

President Linda Blosser called the regular meeting of the Chevelon Butte Governing Board to order 4:30 P.M. The Pledge was said by all present. Present in Forest Lakes were Linda Blosser, Cheryl Rife, Denny Bondurant, Becky Johnson and Angela Plantholt. Don Peterson was not present.

**ADOPTION OF THE AGENDA**

Denny moved to adopt the agenda presented. Becky seconded. Passed

**APPROVAL OF MINUTES**

The minutes of October 8, 2013 regular meeting minutes were presented. Cheryl moved to approve the minutes of October 8, 2013. Denny seconded. Passed.

**RATIFICATION OF VOUCHERS**

Vouchers 1410, 1411, 1412, and 1413 were presented. Payroll vouchers 8 and 9 were presented. Becky moved to accept the vouchers as presented. Cheryl seconded. Passed

**MONTHLY EXPENDITURE REPORT**

Fund 625 is no longer available, the money from this account was moved into Fund 610 for use.

**CALL TO THE PUBLIC**

No response from public

**PRESIDENT'S REPORT**

1. Linda presented Certificate of Orientation awards to Rebecca Johnson and Deynice Bondurant.
2. Linda Received an email form the county regarding \$2500 we will be receiving for Small Schools Funding. We will be using this money to offset the cost to Tyler Technologies for computer training.

**LEAD BUS DRIVER'S REPORT**

No report

**OLD BUSINESS**

1. Update on Tyler Technologies, Angela reports that training is complete and she is now certified with Tyler Technologies. The cost of the Payables course was

- \$3000. And The Payroll course was \$1100. Tyler Tech is now available for customer support if needed.
2. Denny presented the Job description for the 90-day review. The “How to Process Payroll and Payables” is complete. The “Receivables How to” is to come at a later date. The job description will get more detailed as employees training gets more in depth. Becky moved to accept job description, Cheryl seconded. Passed

### **NEW BUSINESS**

1. Linda presented moving December’s board meeting from December 10, 2013 to December 3, 2013 due to ASBA Annual Conference. Cheryl moved to accept. Denny seconded. Passed
2. Linda presented a sub-driver from Payson to fill in for either Forest Lakes or Blue Ridge. Becky moved to accept. Denny seconded. Passed
3. Board Members moved into Executive Session ARS38-431.03 to discuss employee 90-day review. Cheryl moved to break into executive session. Becky seconded. Passed. Discussion was held.
4. Board Members resumed the regular public meeting and discussed and voted to accept the employee’s 90-day review, medical insurance, vacation, and Federal Holidays. A motion was given by Denny, a second by Becky and unanimously accepted as written.

### **ADJOURNMENT**

Becky moved to adjourn the meeting at 5:06 PM. Denny seconded. Passed.