

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

**MINUTES of Governing Board Meeting for January 19, 2016**

**CALL TO ORDER**

Rebecca Johnson called the regular meeting of the CBESD Governing Board to order at 4:05 pm. The Pledge was said by all present. Present in Forest Lakes was Angela Plantholt. Rebecca Johnson, Deynice Bondurant, Sue Bradley and JoAnn Randall were all present via call conferencing. Cheryl Rife was absent due to illness.

**ADOPTION OF THE AGENDA**

Deynice Bondurant moved to adopt the agenda presented; Joann Randall seconded; passed.

**APPROVAL OF MINUTES**

The minutes of December 15, 2015 meeting were presented. Sue Bradley made motion to accept; Joann Randall seconded; passed.

**RATIFICATION OF VOUCHERS**

AP vouchers: #1610 for \$52,163.49  
#1611 for \$80,795.87  
#1612 for \$8,741.48 Joann Randall moved to accept the AP vouchers; Deynice Bondurant seconded; passed.  
Payroll vouchers: #12 for \$4,899.43  
#13 for \$8,695.13 Joann Randall moved to approve all payroll vouchers; Deynice Bondurant seconded; passed.

**CALL TO THE PUBLIC**

No Public present

**BUSINESS MANAGERS REPORT**

Angela presented the revision for the budget. The revision was not required by the state. We did do a revision to keep current on the districts numbers and align all encumbrances. Our budget is right on track for the time of year. Sue Bradley made a motion to accept the revised budget; Deynice Bondurant seconded; passed.

**PRESIDENTS REPORT**

None

**OLD BUSINESS**

1. Discussion was held regarding the Child Find procedures for the district. Angela and Sue will be meeting to fine tune procedures and come up with the follow-up protocol for annual continuing education for this federally mandated project. The Child Find information needs to be put up on the website and sent out in packets to the parents at the beginning of the year.
2. Discussion was held regarding the strategic plan for the governing board. Sue asked for members to give input and she will present a Final Strategic Plan at the next board meeting. Members agreed.

**NEW BUSINESS**

1. Upcoming seminars were presented for the board to take into consideration for attending. Joann and Becky will attend the BOLT seminar January 29, 2016. Later seminars will be announced at later meetings
2. Deynice would like a packet put together for new hires and new board members. Deynice asked all members and administrative assistant to put together the information they feel is important and we will revisit this at next month's meeting
3. The Governing Board voted to go into Executive Session under the authority of ARS 38-431.03. Deynice Bondurant made a motion to move into Executive Session; Sue Bradley seconded; passed.
4. Upon reconsideration and legal counsel after the meeting, it was determined that this agenda item should not have been discussed in executive session. For this reason, the full minutes are included here: The board

- discussed the Administrative Assistants job duties and responsibilities. This position is unique, in that it has many jobs performed by one individual. The board discussed the possibility of making this a salaried position opposed to an hourly wage, the job does require some after-hour work due to emergencies, conferences, seminars, etc. The board also discussed looking into how neighboring districts deal with holiday pay and snow days. The district discussed looking at the pays scale for the same position in other districts. The board wants to get all positions in the district aligned with those of neighboring districts.
5. The board came back into regular meeting and asked that pay salary and job description for Administrative Assistant be looked at for other districts. Changes for this position will be evaluated and voted on at the March meeting. All other positions will be looked at and evaluated as well. Joann Randall made a motion to look into the positions and evaluate; Deynice Bondurant seconded; passed.

**Request for Agenda Items for next meeting**

1. Final Strategic Plan
2. Protocol for paperwork for new hire and new board members
3. Spring Legal agenda

**ADJOURNMENT**

**Next Regular Board Meeting is scheduled for Tuesday, February 9, 2016**

Dated this 19<sup>th</sup> day of January 2016

Respectfully prepared by:

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Angela Plantholt, Administrative Assistant

**DRAFT----** will be approved at next meeting.