

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

MINUTES of Governing Board Meeting for February 9, 2016

CALL TO ORDER

Rebecca Johnson called the regular meeting of the CBESD Governing Board to order at 4:00 pm. The Pledge was said by all present. Present in Forest Lakes were Angela Plantholt. Rebecca Johnson, Deynice Bondurant, and Joann Randall; Sue Bradley was present via teleconferencing. Cheryl Rife was absent due to illness.

ADOPTION OF THE AGENDA

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

APPROVAL OF MINUTES

The minutes of January 19, 2016 meeting were presented. Sue Bradley made motion to accept; Joann Randall seconded; passed.

RATIFICATION OF VOUCHERS

AP vouchers: #1613 for \$6,022.97
#1614 for \$6191.97 Joann Randall moved to accept the AP vouchers; Sue Bradley seconded; passed.
Payroll vouchers: #14 for \$3,444.14
#15 for \$6992.48 Deynice Bondurant moved to approve all payroll vouchers; Joann Randall seconded; passed.

CALL TO THE PUBLIC

No Public present

BUSINESS MANAGERS REPORT

1. Angela presented the Monthly Expenditure Report for January. Our budget is looking good and revision #1 for the budget has been filed.
2. Angela presented an updated Bus driver certification report. The board would like to see bus aides and our annual drug screening added to the report.
3. Angela presented a list of dates that are coming up for reports, etc. to be filed to the end of the fiscal. The board would like to see a total list of upcoming dates added to the calendar. For example, employee reviews, contract renewals, etc.

PRESIDENTS REPORT

1. Rebecca needs to know who all will be attending the upcoming Spring Legal Seminar in Flagstaff on March 4, 2016. Deynice, Rebecca and Joann will all attend.

OLD BUSINESS

1. Sue Bradley presented a Table of Contents for the Child Find program with upcoming dates and information.
2. Sue Bradley received no input regarding the Strategic Plan. She will create a final draft and present at the next meeting.
3. Deynice Bondurant received no input regarding the protocol and information that needs to be presented to new employees and board members. Deynice and Angela will work together to create a packet and present at the next meeting.

NEW BUSINESS

1. Deynice Bondurant submitted revisions to a few policies just adding wording of "and designee" for protocol to follow with regards to employee grievances. As of now, it only lists the board president as the assigned person responsible. With adding this wording it may give a different chain of command for the process. Joann Randall made a motion to approve new wording on policies; Rebecca Johnson seconded; passed. Deynice also presented a revised Bus Driver Duties and Responsibilities check list as, well as a revised Bus Driver Performance Evaluation. Joann Randall made a motion to approve new revised check list and performance evaluation; Sue Bradley seconded; passed.

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. Posting and advertising for possible board openings for 2017. The board would like to put together a posting that includes the pros and cons of keeping the district open and responsibilities of board members for the district. We will call this a "work-in-progress" and readdress at another date.
4. Discussion was held regarding the change of date for March meeting. Deynice will be unavailable for the regular scheduled meeting. Rebecca Johnson made a motion to change March meeting to March 1, 2016. Sue Bradley seconded; passed.
5. The board voted to go into Executive Session under the authority of ARS 38-431.03(A)(1) to discuss lead driver and salary. Deynice Bondurant made a motion to move into Executive Session; Joann Randall seconded; passed.
6. Regular meeting resumed and a motion was made regarding discussion from Executive Session. Deynice Bondurant made a motion to create Co-Supervisors with compensation for both when in supervisor capacities pending approval from the lawyer; Rebecca Johnson seconded; 3 yes, 1 no; passed.
**Since the meeting the attorney was advised and she approves the change to the position.

Request for Agenda Items for next meeting

1. Final Strategic Plan
2. Protocol for paperwork for new hire and new board members
3. Office at Blue Ridge
4. Pros/Cons of District being open/new board member openings
5. Discussion of Admin. Asst. position

ADJOURNMENT

Next Regular Board Meeting is scheduled for Tuesday, March 1, 2016

Dated this 9th day of February 2016

Respectfully prepared by:

Angela Plantholt, Administrative Assistant

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