

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

**MINUTES of Governing Board Meeting for March 1, 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 Cheryl Rife; Sue Bradley was present via teleconferencing. Joann Randall was absent.

**ADOPTION OF THE AGENDA**

Cheryl Rife moved to adopt the agenda presented; Deynice Bondurant seconded; passed.

**APPROVAL OF MINUTES**

The minutes of February 9, 2016 meeting were presented. Cheryl Rife made motion to accept; Deynice Bondurant seconded; passed.

**RATIFICATION OF VOUCHERS**

AP vouchers: #1615 for \$11,585.94. Cheryl Rife made a motion to accept; Deynice Bondurant seconded; passed.  
Payroll vouchers: #16 for \$7,479.60.  
#17 for \$6,910.68. Cheryl Rife moved to approve all payroll vouchers; Rebecca Johnson seconded; passed.

**CALL TO THE PUBLIC**

No Public present

**BUSINESS MANAGERS REPORT**

1. Angela presented the Monthly Expenditure Report for February 2016. Our budget is looking good. Angela will be looking at encumbrances and make any changes that can be made at this point in the year.
2. Angela contacted The Trust regarding their bus simulator and classroom training. There is no cost for the service. They would be happy to come and get our six and a half hour of refresher training done due to the health of our trainer. Becky will discuss with the Co-Transportation Supervisors on the subject.

**PRESIDENTS REPORT**

1. Rebecca reported that one more camera will be installed in the front of the building for security
2. The front door of the building has been repaired and is in working order. The cost to repair came to \$323.00

**OLD BUSINESS**

1. Sue Bradley presented a Final Strategic Plan to be adopted and put on the website for the view of the public. Cheryl Rife made a motion to adopt the plan; Deynice Bondurant seconded; passed.
2. Angela presented paperwork for the new hires and new board members for the district. Deynice Bondurant made a motion to accept both packets; Cheryl Rife seconded; passed.
3. Deynice Bondurant presented the Pros and Cons list for keeping the district open. Discussion was held. Cheryl Rife made a motion to accept and post the list; Sue Bradley seconded; passed.
4. We will table the Blue Ridge office discussion for April when Joann returns.
5. Angela presented a working calendar for board members and employees. Discussion was held. The board asked that all Arizona School Board Association events be listed whether they will attend or not. Those changes will be made. Deynice Bondurant made a motion to accept the calendars; Cheryl Rife seconded; passed.

**NEW BUSINESS**

1. The board voted to go into Executive Session under the authority of ARS 38-431.03(A)(1) to discuss Co-Transportation Supervisors and Administrative Assistant and salary. Deynice Bondurant made a motion to move into Executive Session; Cheryl Rife seconded; passed.
2. Regular meeting resumed and a motion was made regarding discussion from Executive Session. Deynice Bondurant made a motion to adjust Co-Transportation Supervisors position as discussed; Cheryl Rife

- seconded; passed. Deynice Bondurant made a motion to promote the Administrative Assistant to Administrative Operations Manager with pay to be increased as discussed and benefits to be added to the contract; Cheryl Rife seconded; passed.
3. Deynice presented new evaluation forms for Transportation Supervisor, Lead Driver, Bus Diver and Bus-Aide. Cheryl Rife made a motion to accept the forms; Deynice Bondurant seconded; passed.

**Request for Agenda Items for next meeting**

1. New office desk and chair
2. Job duties and evaluations for indoor and outdoor custodians as well as Administrative Operations Manager
3. Office at Blue Ridge

**ADJOURNMENT**

Deynice Bondurant made a motion to adjourn at 4:40pm; Cheryl Rife seconded; passed. Meeting adjourned.

**Next Regular Board Meeting is scheduled for Tuesday, April 12, 2016**

Dated this 1<sup>st</sup> day of March 2016

Respectfully prepared by:

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Angela Plantholt, Administrative Assistant

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