

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

MINUTES of Governing Board Meeting for April 12, 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 and Cheryl Rife were absent.

ADOPTION OF THE AGENDA

Joann made a motion to accept; Deynice seconded; passed.

APPROVAL OF MINUTES

Correction to be made regarding Sue Bradley not placing a vote after executive session. Deynice made a motion to accept the minutes with corrections made; Joann seconded; passed.

RATIFICATION OF VOUCHERS

AP vouchers: #1616 for \$14,798.87
#1617 for \$2291.94
#1618 for \$4489.71 Deynice made a motion to accept; Joann seconded; passed.
Payroll vouchers: #18 for \$7120.71.
#19 for \$4849.71. Joann moved to approve all payroll vouchers; Deynice seconded; passed.

CALL TO THE PUBLIC

No Public present

BUSINESS MANAGERS REPORT

1. Angela presented the Monthly Expenditure Report for March 2016. Our budget is looking excellent. Angela will be attending a budget revision meeting on Thursday.

PRESIDENTS REPORT

1. We are looking into changing our checking to Wells Fargo due to large fees being charged at National Bank.
2. We attended a Bullying seminar in the valley last month. Very good information.
3. While Norell is out for the remainder of the year, all scheduling will be done by Denese Bomar and any problems will be brought up with Angela in the office.
4. We will be making a tribute to Larry Sears, with a photo, plaque and a letter in the High Country Informant and Starlight Pines.

OLD BUSINESS

1. Working Calendar was reviewed and four months out will be protocol for future calendars.
2. Job duties and evaluations for indoor and outdoor custodial positions were discussed. Joann made a motion to accept both the evaluation and job duties; Deynice seconded; passed. The Administrative Operations manager evaluation and job duties will be discussed at the next meeting.
3. The Board had decided to offer a lesser payment for the office in Blue Ridge to see if it would be accepted. Many attempts have been made to contact someone regarding the contract. If the amount is not accepted, we will not renew the contract for the space. We will also contact drivers on the Blue Ridge side regarding use of the phone in the office. We would like to terminate that service as well.

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 Operations Manager benefits. Deynice made a motion to move into Executive Session; Joann seconded; passed.
2. Regular meeting resumed and a motion was made regarding discussion from Executive Session. Joann made a motion to approve benefits package from The Coconino County office; Deynice seconded; passed.

3. Due to the difficulty of vouchers being signed, discussion was held for signature stamps to be made for the current board members. Joann made a motion to accept the procurement of signature stamps, Denny seconded; passed.

Request for Agenda Items for next meeting

1. Blue Ridge office and keys
2. Administrative Operations Manager job duties and evaluation
3. Contracts
4. Bus Certification
5. Cell phone reimbursement

ADJOURNMENT

Deynice made a motion to adjourn at 4:58 pm; Joann seconded; passed. Meeting adjourned.

Next Regular Board Meeting is scheduled for Tuesday, May 10, 2016

Dated this 12th day of April

Respectfully prepared by:

Angela Plantholt, Administrative Assistant

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