

CHEVELON BUTTE ELEMENTARY SCHOOL DISTRICT # 5
Starlight Pines Community Center
Blue Ridge, AZ

MINUTES of Governing Board Meeting for January 10, 2017

CALL TO ORDER

Meeting was called to order at 3:00 pm for the Regular Governing Board Meeting for Chevelon Butte ESD #5. Deynice welcomed Bruce Wetherby to the Board. Roll call: Deynice Bondurant, Evelyn Counsell, and Johnny Ketchem present at the Starlight Pines Community Center in Blue Ridge. Bruce Wetherby by telephone and Angela Plantholt present at the District Office in Forest Lakes. The Pledge was said by all present.

ADOPTION OF THE AGENDA

Evelyn made a motion to accept Agenda; Bruce seconded; passed.

- Election of Board Officials: Evelyn made a motion to nominate Deynice Bondurant for President of the Board; Bruce seconded; passed. Deynice accepted. Deynice made a motion to nominate Evelyn Counsell for Board Clerk; Bruce seconded; passed. Evelyn accepted.

APPROVAL OF MINUTES

Evelyn made a motion to accept the minutes of the Regular meeting for November 8, 2016 and the Special Meeting of December 13, 2016; Deynice seconded; passed.

RATIFICATION OF VOUCHERS

AP vouchers: #1709 for \$5,313.11
#1710 for \$14,539.12
#1711 for \$34,928.19
#1712 for \$6,131.29 Evelyn made motion to accept the AP vouchers; Deynice seconded; passed.

Payroll vouchers: #9 for \$5,846.83
#10 for \$6,452.57
#11 for \$9,540.55
#12 for \$6,968.96 Evelyn moved to approve all vouchers; Deynice seconded; passed.

CALL TO THE PUBLIC

Present in Blue Ridge were Norell Sears, Carrin Banning and Christina Eng. Toward the end of the meeting David Burrows signed in.

BUSINESS MANAGERS REPORT

1. Working Calendar was discussed and dates for upcoming conferences were discussed for review from the Board.
2. Angela presented a Fund Balance report through December.
3. Angela presented the Bus Certification spreadsheet. All drivers are within limits of Certification expiration. Our aides attended CPR training on October 12 and Angela is waiting for updated cards before updating the Certification spreadsheet.

SUPERINTENDENT REPORT

1. Discussion was held regarding job duties of the Lead Driver and Transportation Supervisor.
 - Johnny would like input regarding the need and job duties of these two positions.
 - Contracts will need to be changed based on Superintendent Ketchem's determination of positions and job duties.

OLD BUSINESS

1. Deynice asked all Board Members to review the Districts Mission Statement and place on the agenda for the next meeting.
 - Is taking on the responsibility of "*comprehensive, success-oriented activities*" something the District wants? Is this something our parents want us to be involved with?
This item is to be tabled for the next meeting and all wanting to provide input may submit their ideas to Angela at the District Office one week prior to the next meeting. Angela will then distribute to a Board Member.
2. Discussion was held regarding the best way to review our Personnel Policies and include "Superintendent" in place of "Board President" where it is applicable. Johnny will look into fees from the Arizona School Board Association for a policy review. This item was tabled until the next meeting.

NEW BUSINESS

1. Discussion was held regarding an Organizational Chart for the District. Due to the uncertainty of some positions, Evelyn made a motion to table until the next meeting; Bruce seconded; passed. Superintendent Ketchem will make edits he feels appropriate and will present at the next meeting

Request for Agenda Items for next meeting

1. Personnel Policy update (Special Meeting)
2. Driver Duties and Responsibilities (Special Meeting)
3. Strategic Plan\Mission Statement
4. Organizational Chart (Special Meeting)

ADJOURNMENT

Evelyn made a motion to adjourn at 4:35 pm; Deynice seconded; passed. Meeting adjourned.

Next Regular Meeting is scheduled for Tuesday, February 14, 2017

Dated this 10th day of January 2017

Respectfully prepared by:

