

CHEVELON BUTTE ELEMENTARY SCHOOL DISTRICT # 5

MINUTES of Governing Board Meeting for April 11, 2017

CALL TO ORDER

Meeting was called to order at 3:00 pm for the Regular Governing Board Meeting for Chevelon Butte ESD #5. Roll call and Pledge of Allegiance were said at Special Meeting.

ADOPTION OF THE AGENDA

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

APPROVAL OF MINUTES

Evelyn made a motion to accept the minutes of the Regular meeting for February 14, 2017 and the Special Meeting of March 13, 2017; Deynice seconded; passed. Christina abstained her vote due to not being on the board for the dates of these meetings.

RATIFICATION OF VOUCHERS

AP vouchers: #1714 for \$47,939.00
#1715 for \$40,666.90
#1716 for \$13,959.12
#1717 for 11,003.97

Payroll vouchers: #15 for \$6,925.73
#16 for \$6,632.81
#17 for \$5,893.81
#18 for \$7,647.76

#19 for \$3,144.97 Evelyn moved to approve all AP vouchers and all payroll vouchers; Bruce seconded; passed.

CALL TO THE PUBLIC

No public.

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 March and confirmed the money needed for the Purchase of a new bus.
3. Angela passed all test required to acquire her Certification number for driving the bus.

SUPERINTENDENT REPORT

1. Keys distribution for cameras: A decision needs to be made on protocol for who keeps the keys for the cameras in the District
2. Radios and SPOT Gen3 and other possibilities: The communication company we use has many dead spots on the Blue Ridge side until they go digital. The SPOT Gen3 work, but we may want to look into a more accurate locating device for emergencies
3. Policy Manual Review and Changes: Steve Highlen is done reviewing our policies and we are now ready to read and approve changes
4. Protocol for administering Medication on the bus: Mr. Ketchem got the Payson school Protocol for our special needs child and her possible need for medication on the bus. We will get all documentation needed per policy.
5. Computer for viewing tapes from the bus: Some of the cameras on the buses require special software to view the tape. We need to discuss possible purchase of computer and software for the District.

OLD BUSINESS

1. Organizational chart was presented and discussion was held regarding an additional arrow to be added for the drivers to go directly to the Bus Maintenance position for all Maintenance issues. Christina made a motion to approve Organizational Chart with the changes discussed; Evelyn seconded; passed. The chart will go out to all employees.
2. Mr. Ketchem presented cost figures for putting a fuel tank in Blue Ridge to share with the Fire Department. Johnny explained the cost we would accrue and the increase in cost per gallon we would be paying. Christina made a motion to not move forward with this due to the fact that it is fiscally irresponsible; Evelyn seconded; passed.

NEW BUSINESS

1. Myndi Brogdon submitted her resignation to the Board. Evelyn reluctantly and regretfully made a motion to accept the resignation; Christina seconded; passed. Johnny Ketchem submitted his resignation to the Board. He did express that in viewing some tapes regarding Myndi he did not find anything unprofessional in her actions. He feels her resignation is unfortunate. Evelyn made a motion to accept Mr. Ketchem's resignation effective May 1, 2017 to allow Mr. Ketchem and Dr. Bradley to work collectively before Mr. Ketchem leaves; Christina seconded; passed.
2. Bus #15 has cost the District \$13,000 in Maintenance fees this fiscal year. It has been a problem since we purchased it back in 2012. Mr. Ketchem worked on a trade-in and quote from Canyon State for a Microbird 20-passenger bus. Christina made a motion to replace bus #15 with a Micobird bus for the District; Evelyn seconded; passed.
3. Mr. Ketchem asked for the Board to ratify his decision to place David Burrows in the position as Lead Bus Maintenance for the Blue Ridge area. He presented job duties to be performed in such position. Evelyn made a motion to ratify David Burrow in Lead Bus Maintenance position and accept the job description; Christina seconded; passed.
4. It has been brought to Mr. Ketchem's attention that some members of the staff have inquired about an aide on the Bus routes with PreK and Kindergarten Students. Mr. Ketchem presented the cost to add an aide to these runs. The Board questioned whether there was a recommendation from Arizona School Board Association on this matter, or what policy is for other rural school districts. Christina made a motion to table item and get further information; Deynice seconded; passed.

Request for Agenda Items for next meeting

1. Payson Maintenance IGA
2. Policy Review
3. Tax Credit\Education video tools
4. Work Agreements

ADJOURNMENT

Christina made a motion to adjourn, Evelyn seconded; passed.

Meeting adjourned at 5:00 pm

- **Next Regular Meeting is scheduled for Tuesday, May 9, 2017**

Dated this 11th day of April 2017

Respectfully prepared by: _____

Angela Plantholt, Administrative Operations Manager

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