

CHEVELON BUTTE ELEMENTARY SCHOOL DISTRICT # 5

MINUTES of Governing Board Meeting for July 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 was done at the Work Session, Bruce Wetherby arrived for the meeting and Christina Eng phoned in. Angela Plantholt phoned in at 3:10pm. Pledge of Allegiance was said by all present. No public present until around 3:30pm when Bill Stephens arrived.

**ADOPTION OF THE AGENDA**

Ms. Counsell made a motion to accept Agenda; Ms. Eng seconded; passed.

**APPROVAL OF MINUTES**

Ms. Counsell made a motion to accept the minutes of the Regular meeting and the Special Meeting of May 9, 2017 and June 20, 2017; Ms. Bondurant seconded; passed.

**SUPERINTENDENT REPORT**

- Bus Driver Handbook Draft was discussed.
- Dispatcher position was shared as a method to improve communication by establishing a centralized system. It was recommended that the District pilot the position through October. At that point employees will evaluate what is working and what needs to be revised for the position as well as the process.

**CONSENT AGENDA**

1. Vouchers:
  - Payroll #22 for \$6516.54
  - Payroll #23 for \$6166.23
  - Payroll #24 for \$4469.05
  - Payroll #25 for \$2347.07
  - AP #1719 for \$11148.20
  - AP #1720 for \$6525.63
  - AP #1721 for \$10035.24
  - AP #1722 for \$9218.18

Ms. Counsell made a motion to approve the Consent Agenda as listed; Ms. Eng seconded; motion passed.

**OLD BUSINESS**

1. Changes to Section C of the *CBESD Policy Manual* regarding Superintendent for the District. Dr. Bradley recommended making some changes to the policy regarding "Consulting Superintendent" by defining the position. Ms. Counsell made a motion to accept Section C with changes recommended by Dr. Bradley and added by other Board Members; Ms. Eng seconded; motion passed.

**NEW BUSINESS**

1. Dr. Bradley asked for the approval from the Board to start a "Pilot" dispatcher position for the District as a centralized operation for both sides of the District, and then evaluate the position in October for any changes we may need. Ms. Bondurant made a motion for the "Pilot" Dispatcher position as recommended; Ms. Eng seconded; motion passed. Dr. Bradley made asked for a motion to ratify her decision in placing David Plantholt as Lead Driver and David Burrows as Lead Maintenance Driver. Ms. Bondurant made a motion to ratify the decision for Lead Driver and Lead Maintenance Driver; Ms. Counsell seconded; motion passed. Dr. Bradley asked for ratification of hiring of a seasonal groundskeeper for the District Office. Ms. Counsell made a motion to ratify hiring of groundskeeper pending positive references and other job requirements such as a finger print card; Ms. Bondurant seconded; motion passed.
2. Angela presented the Adopted Budget for Fiscal Year 2017/2018 year. Because Forest Fees have not been approved or denied by the stat there has been no changes to the budget from the Proposed in June. Ms. Eng made a motion to accept the Adopted Budget for 2017/2018; Mr. Wetherby seconded; motion passed.
3. Survey results were discussed in Work Session, Ms. Bondurant will summarize the three groups comments into one summary page. No action needed.
4. Ms. Counsell and Dr. Bradley will begin to work on a Newsletter to get out to the community in the near future.
5. Tax Credit is still being looked into and we will discuss at the August meeting.
6. Payson needs approval of the Intergovernmental Agreement for the Vehicle\Bus repair for our District. Mr. Wetherby made a motion to accept the Intergovernmental Agreement; Ms. Counsell seconded; motion passed.

**Request for Agenda Items for next meeting**

- Tax Credit
- 2017/2018 Calendar
- Policies

**ADJOURNMENT**

Ms. Bondurant made a motion to adjourn meeting at 4:05 pm; Ms. Eng seconded; motion passed.

- **Next Regular Meeting is scheduled for Tuesday, August 8, 2017, to be held in Forest Lakes at the CBESD Office.**

Dated this 11th day of July 2017

Respectfully prepared by: \_\_\_\_\_

Angela Plantholt, Administrative Operations Manager

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

