

## CHEVELON BUTTE ELEMENTARY SCHOOL DISTRICT # 5

### MINUTES of Governing Board Meeting for September 12, 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: Mr. Bruce Wetherby, Ms. Deynice Bondurant, Ms. Evelyn Counsell and Dr. Sue Bradley all present at the Community Center in Blue Ridge. Ms. Stephanie McKeever and Angela Plantholt phoned in. Pledge of Allegiance was said by all present. Public present included Mr. David Burrows.

#### ADOPTION OF THE AGENDA

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

#### APPROVAL OF MINUTES

Ms. Counsell made a motion to accept the minutes of the Regular meeting of August 8, 2017; Ms. Bondurant seconded; motion passed.

#### SUPERINTENDENT REPORT

- Dr. Bradley discussed the student count has not changed since last report in August. Dr. Bradley commends all involved in getting the children to school safely every day.
- Dr. Bradley reported the Supervisor Team Meeting that has been taking place for 30 minutes each week. David B., David P., Angela and Dr. Bradley discuss upcoming events and any issues that need resolve.
- We have three staff birthdays in the next month, cards were given to the Board to sign and will be mailed out. We will be following this tradition for staff and students of the District.
- Dr. Bradley would like the Board to consider an "Employee of the Month" type recognition for the staff.
- Dr. Bradley is drafting and working to complete the "Personnel" portion of our Main Operations Manual to better assist the staff with their accountability and the District Expectations

#### BUSINESS MANAGERS REPORT

- Ms. Plantholt reported that we have switched directions with our staff Calendar and it is still being worked on to share with all the Board and Staff for edits.

#### CONSENT AGENDA

Ms. Counsell made a motion to table all vouchers for next month when the vouchers will be made available to the Board; Mr. Wetherby seconded; motion passed.

#### OLD BUSINESS

- Dr. Bradley reports she will be writing a written request to the Department of Revenue regarding the School Tax Credit.
- Dr. Bradley reports, after speaking to the lawyer, that all adults wanting to ride the bus during business hours must be fingerprinted and put on staff as a "Volunteer".
- The August newsletter went out to all parents 2 weeks ago along with a magnet of District Contact Information
- The District Logo is still in process
- Dr. Bradley asked the Board to discuss what information they would find helpful to come up with a Bus Rotation Plan for the District. The Board asked to see a chart with the Bus Values and Purchase Dates to decide how we are going to move ahead with the rotation. Heber-Overgaard has showed interest in buying our Bus #10 for their fleet. Dr. Bradley will head discussion with Mr. Tenney at Heber-Overgaard and bring more information to the Board at a later date.

#### NEW BUSINESS

1. Dr. Bradley presented the "Personnel" section of the Main Operations Manual. The goal is to have the manual complete for Board approval by April 2018 and in use for the 2018/2019 school year. Ms. Bondurant will work on Board policy and procedures to align with the Superintendent section regarding job duties and evaluations, she will bring it to the Board at a later date.
2. The Board agreed on a three-year Strategic Plan (2017-2020). Dr. Bradley will draft a list of actions, goals, and strategies on how to implement these for the upcoming years A draft will be available at the October Board Meeting.
3. Dr. Bradley recommended to the Board to look at District Cell phones or a reimbursement plan for Supervisors in the District. The cell phone discussion was tabled until next month to look at fair and reasonable compensation for Supervisors in the District. Dr. Bradley recommended the Board look at getting a laptop for the Administrative Operations Manager for offsite access to work files. Discussion was held, Ms. Plantholt had received a quote from our IT provider for \$910.00. Mr. Wetherby made a motion to approve the purchase of a laptop for District use; Ms. Counsell seconded; motion passed.
1. Dr. Bradley recommended to the Board to publish a revolving Board Calendar that included Annual District Business.
2. Ms. Plantholt presented the Annual Financial Report for 2017. Ms. Counsell made a motion to accept the Annual Financial Report; Ms. Bondurant seconded; motion passed.

#### Request for Agenda Items for next meeting

- Cell Phone Reimbursement increase for Supervisors of the District
- Work Study\ Policies
- Strategic Plan with Board Calendar
- Bus Rotation and Replacement

#### ADJOURNMENT

Ms. Bondurant adjourned the meeting at 4:55 pm.

- **Next Regular Meeting is scheduled for Tuesday, October 10, 2017 to be held in Forest Lakes at the District Office.**

Dated this 12<sup>th</sup> day of September 2017

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

Angela Plantholt, Administrative Operations Manager

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