

CHEVELON BUTTE ELEMENTARY SCHOOL DISTRICT # 5

MINUTES of Governing Board Meeting for October 10, 2017

CALL TO ORDER

Meeting was called to order at 3:01 pm for the Regular Governing Board Meeting for Chevelon Butte ESD #5. Roll call: Mr. Bruce Wetherby, Ms. Deynice Bondurant, Ms. Evelyn Counsell, Dr. Sue Bradley and Angela Plantholt all present at the District Office in Forest Lakes. Ms. Stephanie McKeever and Christina Eng phoned in. Pledge of Allegiance was said by all present. Public present included Mr. David Burrows, Ms. Charlene Underhill and Ms. Trina Cooper

ADOPTION OF THE AGENDA

Ms. Bondurant asked for New Business #3 to be moved to start of the meeting so that Mr. Burrows could be dismissed from meeting. Ms. Counsell made a motion to accept the agenda with the change; Mr. Wetherby seconded; motion passed.

APPROVAL OF MINUTES

Dr. Bradley made a correction to the minutes for September. New Business #1 should read "Master Operation Manual" Ms. Counsell made a motion to accept Agenda with corrections; Ms. Bondurant seconded; motion passed. Ms. Eng abstained.

SUPERINTENDENT REPORT

- Dr. Bradley recognized two student Birthdays for Johnny McKeever and Colten Wilkins
- Dr. Bradley and the Board recognized Angela Plantholt as Employee of the Month for her four years of service with the District.
- Dr. Bradley sent a letter to the Department of Revenue inquiring on Tax Credit. She will report further once she receives a response.
- Dr. Bradley discussed overall general operation of the District in the past month has been good. Communication is improving.

BUSINESS MANAGERS REPORT

- Ms. Plantholt reported that we have started using the GoDaddy Calendar linked to our emails. Ms. Plantholt gave a demo of the Calendar and asked the Board to look for the invite in their email for access to the District Calendar.

CONSENT AGENDA

AP Vouchers 1801 for \$6320.20
1802 for \$5753.06
1803 for \$6396.20
1804 for \$4453.44
1805 for \$6331.81
1806 for \$13138.89
Payroll Vouchers 2 for \$4961.71
3 for \$5598.85
4 for \$7034.04
5 for \$6644.65

Ms. Counsell made a motion to accept the consent agenda as presented; Mr. Wetherby seconded; motion passed.

CALL TO PUBLIC

Ms. Cooper expressed concern and frustration with the communication overlap with Dispatcher and Driver for last minute changes that occur.

OLD BUSINESS

- Ms. Plantholt presented the Annual Financial Report for reapproval to the Board. The District was ahead of schedule on finalizing the Annual Financial Report and the County was a few days behind on posting Revenues. The difference came out to be \$75,000.00 in revenue. Ms. Counsell made a motion to accept the Annual Financial Report; Mr. Wetherby seconded; motion passed.
- Cell Phone Reimbursement for Supervisors was discussed. Dr. Bradley recommends a compensation of \$235.00 per year for the three supervisors in the District. Mr. Wetherby made a motion to accept Dr. Bradley recommendation of \$235.00 per year for Supervisor Cell Phone reimbursement; Ms. Counsell seconded; motion passed.
- Dr. Bradley gave a presentation and Report for the Strategic Plan past and present. A handout was given for the current 2017-2020 Strategic Plan so those on the phone did not have access to the handout. Vote for the New Strategic Plan will be tabled for November meeting.
- Dr. Bradley presented handouts for the "Piloted" Dispatch position as it has operated to date. Discussion was held regarding pros and cons of the position. The position will remain in effect. Changes will be made until we find best practice for our needs.

NEW BUSINESS

- Mr. Burrows presented a spreadsheet documenting all the service done on Bus #10 for the last year. Heber-Overgaard Unified District showed interest in purchasing our bus for their fleet. Dr. Bradley asked the Board to approve a cost she is authorized to accept on behalf of the District for the purchase. Ms. Eng made a motion to give Dr. Bradley the authority to finalize the sale of Bus #10 if the offer for the bus is between \$31,000.00 and \$35,000.00; Ms. Counsell seconded; motion passed. Mr. Burrow and Dr. Bradley asked for the Boards approval in making a purchase on an engine kill switch door lock for Bus #18 due to some operational issues that may be caused by someone tampering with the bus. Also, for the District to move toward getting 3-point seatbelts on Bus #18. Lap belts were placed after market and do not offer the restraint that is needed for our children. Ms. Counsell made a motion to approve the purchase of the Door lock and replacement of six of -the seat to have belts for bus #18; Ms. Eng seconded; motion passed.
- Second reading for Policy Advisories 497-518 complete. Ms. Bondurant made a motion to accept all policies with changes discussed in the Work Study; Ms. Counsell seconded; passed

- Ms. Bondurant presented an Evaluation Review for the Superintendent. The Board reviewed and would like to see a Job Description to align with the evaluation. Mr. Wetherby made a motion to draft a job description and present at November meeting; Ms. Counsell seconded; motion passed.

Request for Agenda Items for next meeting

- Work Study\ Policies
- New Strategic Plan
- Superintendent Evaluation procedures
- ASBA voting

ADJOURNMENT

Ms. Bondurant adjourned the meeting at 5:10 pm.

- **Next *Regular Meeting* has been changed to first Tuesday of the month due to schedule conflict. It is scheduled for Tuesday, November 7, 2017 to be held in Blue Ridge.**

Dated this 10th day of October 2017

Respectfully prepared by: _____

Angela Plantholt, Administrative Operations Manager

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