

CHEVELON BUTTE ELEMENTARY SCHOOL DISTRICT # 5

MINUTES of Governing Board Meeting for March 13, 2018

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: Ms. Deynice Bondurant, Ms. Evelyn Counsell, Ms. Christina Eng, Dr. Sue Bradley and Ms. Angela Plantholt. Mr. Bruce Wetherby attended by phone. Pledge of Allegiance was said by all present.

ADOPTION OF THE AGENDA

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

APPROVAL OF MINUTES

Ms. Eng made a motion to accept Minutes from previous meeting; Ms. Counsell seconded; motion passed.

SUPERINTENDENT REPORT

- Dr. Bradley recognized two Student Birthdays: Michaela Gregory and Tanner Olmstead. Employee Birthdays for Ms. Evelyn Counsell and Angela Plantholt.
• Dr. Bradley and the Board recognized Charlene Underhill, District Dispatch, as Employee of the Month.
• Dr. Bradley reported that the District is in need of a Grounds Keeper\Custodian. The position is posted in the area as well as the Website.

CONSENT AGENDA

AP Vouchers 1817 for \$5792.29
1818 for \$14677.17
Payroll Vouchers 16 for \$6360.82
17 for \$5282.92

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

CALL TO PUBLIC

Mr. David Burrows and Ms. Peggy Bondurant

OLD BUSINESS

- Mr. David Burrows presented the Bus Purchase recommendations and Upgrades made by the Management Team. Payson offered \$40,000.00 for the purchase of Bus #16, While RWC offered \$55,000.00 for Trade-In of Bus #16. Ms. Eng made a motion to approve the number "1" recommendation as presented with a Trade-In of Bus #16 and upgrades (back-up cameras and engine block heaters); Ms. Counsell seconded; motion passed
• The Board has decided on June 14, 2018 for the Board Retreat in Payson from 9am-3pm (We will ask Payson Unified for Use of their facilities for the retreat).
• Flagstaff City Library has asked for us to reevaluate the rent cost for the Library use of the Building. A cost analysis of utilities paid by the District to operate the Building was presented. Discussion was held. Ms. Counsell made a motion to approve the reduction in rent for the Library to \$500.00 per month at the current operating hours; Ms. Eng seconded; motion passed. We will Celebrate Cheryl Rife's retirement at the April Meeting.
• Board Qualification Packets are still being worked on at the County level. This will be table for the April Meeting.

NEW BUSINESS

- The Personnel Handbook will be given to the Board to review and edit for approval at the April Meeting.
• Dr. Sue Bradley presented a spreadsheet reporting the Lead Driver and Lead Maintenance positions and has asked for approval to increase Lead job duties hourly rate. Ms. Eng made a motion to approve the increase in Administrative Duties for Lead Driver and Lead Maintenance positions to \$20.00 per hour retroactive as of July 1, 2017-June 30, 2018, keeping the driving rate at \$17.00 per hour; Mr. Wetherby seconded; motion passed.
• Dr. Bradley recommended inviting parents for each side of the District to attend our last two meetings of the School year to spotlight the children. Dr. Bradley asked for approval to call for an Operational Audit of the District due to changes that have been made over the last two years. Ms. Counsell made a motion to give Dr. Bradley the authority to negotiate cost and move ahead with an Operational Audit for the District in July; Ms. Bondurant seconded; motion passed.
• Ms. Counsell made a motion to close the Open meeting at 4:10 to go into Executive Session under the Authority of A.R.S. 38-431.03(A)(1) to discuss personnel staffing; Ms. Eng seconded; motion passed.
• The Governing Board resumed Regular Board meeting at 4:20.
• No Vote needed for discussion held in Executive Session.

Request for Agenda Items for next meeting

- Personnel Handbook
• Board Packet and Qualifications
• 2018-2019 Bus route and activity runs
• 2018-2019 Staffing recommendations
• Website Proposal from Management Team
• Flagstaff Library IGA 2018-?

ADJOURNMENT

Ms Counsell made a motion to adjourn meeting, Ms. Eng seconded; Ms. Bondurant adjourned the meeting at 4:22 pm.

- Next Regular Meeting will be held the 2nd Tuesday of April at the District Office in Forest Lakes.

Dated this 13th of March 2018

Respectfully prepared by: _____

Angela Plantholt, Administrative Operations Manager

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