

CHEVELON BUTTE ELEMENTARY SCHOOL DISTRICT # 5

MINUTES of Governing Board Meeting for November 13, 2018

**CALL TO ORDER**

Ms. Bondurant called to order at 2:00 pm for the Regular Governing Board Meeting for Chevelon Butte ESD #5. Roll call: Ms. Deynice Bondurant, Ms. Christina Eng, Ms. Evelyn Counsell and Dr. Bradley all present at the Starlight Pines Community Center in Blue Ridge. Mr. Bruce Wetherby and Ms. Angela Plantholt attended via phone conference. Pledge of Allegiance was said by all.

**ADOPTION OF THE AGENDA**

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

**APPROVAL OF MINUTES**

Ms. Eng made a motion to accept the minutes for the Regular meeting of October 2018; Ms. Counsell seconded; passed.

**SUPERINTENDENT REPORT**

1. Dr. Bradley reported to the Board the IRS has an appeal meeting scheduled for November 28<sup>th</sup> and we have talked with the lawyer in preparation. Documents are being put together as requested.
2. Dr. Bradley, Ava Plantholt, David Zagar and Addison Ruelas are having birthdays this month. The Board will send a card for the occasion.
3. Dr. Bradley presented Mr. Burrows with this month's Employee Recognition for his taking on additional duties this year.
4. With the holidays quickly approaching and the Annual School Board conference in December our next Board meeting will take place in January.
5. We will be working on getting a Holiday Newsletter out by the first week in December.

**BOARD REPORT**

- Ms. Eng reported that while in attendance at the County Meeting in October, Ms. Bondurant was awarded her Copper Star for her ongoing commitment and effort as a Board Member.

**CONSENT AGENDA**

AP vouchers: #1907 for \$5925.27  
 #1908 for \$6005.02  
 Payroll vouchers: #7 for \$5527.97  
 #8 for \$4827.01

Ms. Eng moved to approve the Consent Agenda; Ms. Counsell seconded; passed.

**CALL TO THE PUBLIC**

No Public present

**OLD BUSINESS**

1. The Board voted on the Operational Audit that took place in September and was further discussed in the previous work study. Item #1, #8, #4, #5 will be tabled for January's meeting needing further information. Ms. Eng made a motion to approve Administrative Operations Audit not to exceed \$800.00; Ms. Counsell seconded; discussion; passed. Ms. Counsell made a motion to move ahead with bids for a Financial Audit; Ms. Eng seconded; discussion; passed. Actions #2, #3 and #6 for the Superintendent to move forward with.
2. Ms. Plantholt is moving forward with G suites for email and document sharing. Looking
3. Ms. Plantholt submitted a Calendar of Reports and Assignments for the Administrative Operations Manager position. Board accepted this calendar.
4. Heber-Overgaard presented a red-line IGA from their lawyer to modify the way we are billed for their drivers running our routes. Dr. Bradley to follow up with Mr. Tenney to finalize the IGA. The IGA with Payson includes us running routes for them if need be, but not them running our routes. If Payson helps with our routes, we will hire them as a sub driver and pay them ourselves.

**NEW BUSINESS**

1. The Property Update Committee will hold its first meeting on January 16, 2019. Ms. Plantholt presented the budget line for our Unrestricted Capital. Discussion was held. Mr. Wetherby made a motion to approve a starting rate of \$35,000.00 for improvements and see what can be completed on a priority basis at that level; Ms. Counsell seconded; discussion; passed.
2. Ms. Plantholt presented 40<sup>th</sup> day numbers. Our attendance is at 12 with route miles at 21367.5 from beginning of school to end of October.
3. The Annual Conference in December has a Legislative Session that needs to be covered. Mr. Wetherby made a motion to allow Ms. Bondurant and Ms. Eng, whom are attending the conference; to vote on behalf of the Board as a whole; Ms. Eng seconded; passed.
4. Dr. Bradley presented a copy of our annual contract with the TRUST and Alliance for insurance and workman's compensation. This contract gets signed every year by the Administrative Operations Manager and will form now moving forward be brought to the Board before it gets signed and sent in for renewal.

**Request for Agenda Items for next meeting**

1. Tabled Items #1,8, 4, 5 from the Operational Audit
2. Board Seating
3. IRS update and the Appeal

**ADJOURNMENT**

Ms.Eng made a motion to adjourn, Ms. Counsell seconded; passed.

Meeting adjourned at 3:10 pm

- Next Regular Meeting is scheduled for Tuesday, January 8, 2019 at 2 pm.

Dated this 13<sup>th</sup> day of November 2018

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

Angela Plantholt, Administrative Operations Manager

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