

**CHEVELON BUTTE ELEMENTARY SCHOOL DISTRICT # 5**

**MINUTES of Governing Board Meeting for July 9, 2019**

**CALL TO ORDER**

Ms. Counsell called to order the Regular Governing Board Meeting for Chevelon Butte ESD #5 at 1:00pm. Roll call: Ms. Evelyn Counsell, Dr. Laurie Hawke, Ms. Christina Eng, Dr Sue Bradley and Ms. Angela Planholt present. Mr. Jason Klemme and Ms. Stephanie McKeever present by teleconference. Pledge of Allegiance was said by all.

**ADOPTION OF THE AGENDA**

Ms. Eng made a motion to accept the agenda as presented; Dr. Hawke seconded; motion passed unanimously.

**APPROVAL OF MINUTES**

Dr. Hawke made a motion to accept the minutes of the June Regular meeting and June Special Meeting; Ms. Eng seconded; motion passed unanimously.

**SUPERINTENDENT REPORT**

1. Dr. Bradley presented a chain of command chart to enter into the Personnel Handbook
2. Opening of school starts July 24, 2019 for Pine-Strawberry and August 5, 2019 for Heber-Overgaard. We are staffed and have buses ready for the needs of the year.
3. Ms. Eng has a birthday coming up. We would like to say Happy Birthday.
4. Chevelon Butte will start to recognize a Student of the Month that will then give a shout out to a favorite teacher and/or driver.

**BOARD REPORT**

1. Ms. Counsell reminded all Board Members of the Board Retreat on July 20, 2019 9/4 at the Payson District Office/Board Room
2. Annual Law Conference is Sept 4-6 in Phoenix. We have 4 people attending so far.

**CONSENT AGENDA**

AP vouchers: #1928 for \$72,246.76  
                  #1929 for \$3740.33  
Payroll vouchers: #24 for \$3912.94  
                      #25 for \$3828.82

Dr. Hawke moved to approve the Consent Agenda; Mr. Klemme seconded; motion passed unanimously.

**CALL TO THE PUBLIC**

Mr. Brian Hawke present for a representative of the Library. Mr. Hawk made his recommendations regarding grounds and maintenance for the building moving forward.

**OLD BUSINESS**

1. Dr. Bradley recommended a proposal for action regarding the Financial\Business audit for the District. Step 1: 19/20 upgrade Process and Procedures per recommendation from Financial Consultant; Step 2: 2020 Business Audit; Step 3: 2021 Financial Audit. Dr. Hawke moved to accept the proposal as presented; Ms. Eng seconded; motion passed unanimously.
2. Dr. Bradley presented the Pasyon Bus Repair IGA for review and we will take action in August in regards to extending this contract.

**NEW BUSINESS**

1. The Board moved out of Regular meeting and into Executive Session under A.R.S 38-431.03(A)(1), to discuss Personnel needs for FY19/20.
2. Discussion of Personnel and Grounds needs were held in Executive Session.
3. The Governing Board reconvened Regular Board Meeting at 2:20 pm.
4. Ms. Eng made a motion to ratify Work Agreements offered for current drivers, dispatch and financial consultant; Dr. Hawke seconded; motion passed unanimously.
5. Ms. Eng made a motion to approve Work Agreements for Indoor Custodial and New Driver pending references and certification held; Dr. Hawke seconded; motion passed unanimously.
6. Ms. Hawke made a motion to split the Grounds and Maintenance duties into seasonal contracts; Mr. Klemme seconded; motion passed unanimously. Dr. Hawke made a motion to extend current Grounds and Maintenance contract through August with Documentation of duties to be provided; Ms. Eng seconded; motion passed. Ms. McKeever left meeting at 2:25.
7. 2019/2020 Handbooks were reviewed by the Board. Dr. Hawke made a motion to accept handbooks with the option to make future edits as needed; Ms. Eng seconded; motion passed unanimously.
8. The Fiscal year 19/20 Adopted Budget was presented by Ms. Planholt. No changes made from the Proposed Budget. Ms. Eng made a motion to accept Adopted Budget for 2019/2020; Dr. Hawke seconded; motion passed unanimously.

**Request for future Agenda Items**

1. IGA with Payson for Bus Maintenance
2. Ground, Maintenance and Snow Removal Contract Options
3. ER District Handbook
4. 2019 Preliminary Survey Results
5. Governing Board Calendar Revision and future plans in governance process and procedures

**ADJOURNMENT**

1. Ms. Eng made a motion to adjourn, Mr. Klemme seconded; motion passed unanimously.  
Meeting adjourned at 2:50pm

- **Next Regular Meeting is tentatively scheduled for Monday, August 12, 2019 in Blue Ridge.**

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

Angela Plantholt, Administrative Operations Manager

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