

# QUARTZSITE ELEMENTARY SCHOOL DISTRICT NO. 4

P.O. BOX 130, EHRENBERG, ARIZONA 85334

(928) 923-7907 FAX (928) 923-8908

MINUTES OF REGULAR MEETING

QUARTZSITE SCHOOL DISTRICT GOVERNING BOARD

Thursday, April 12, 2018 at 6:00 PM

Ehrenberg Elementary School

49241 Ehrenberg Parker Hwy

Ehrenberg, AZ 85334

## 1. ROUTINE OPENING OF MEETING

### A. Call to Order

**Monica Timberlake called the meeting to order at 6:04 p.m.**

### B. Roll Call

Present: **Monica Timberlake**  
**Michael Clowser**  
**Norma Valenzuela**  
**Sally Kelley-via phone**

Absent: **Norma Valenzuela**

### C. Pledge of Allegiance

**Monica Timberlake led the Pledge of Allegiance**

## 2. REVIEW AND ACCEPT THE AGENDA FOR APRIL 12, 2018

### A. Approve agenda as written

**There was a motion to approve the agenda as written.**

**Motion: Michael Clowser**

**Second: Nicole Collier**

**Vote: Unanimous**

## 3. STAFF REPORTS

### A. Administration Update – Raquel Burton

#### 1. Current Events

**Superintendent Mrs. Burton informed the board of the school events.**  
**Quartzsite Elementary School**

- **PTA is hosting a community clean up from 8am-2pm.**

**Ehrenberg Elementary School**

- **8<sup>th</sup> grade will be hosting a movie night on February 16<sup>th</sup>.**

- **Spelling Bee winner is Danny Carter and the runner up is Tanner Buck.**

**District Level**

- **The 2018 Teacher of the Year banquet was on April 6, 2018.**
- **End of the year preparations have begun.**
- **11 HeadStart children will be enrolling into Kindergarten for next FY.**
- **AZ Merit testing was the week of April 3<sup>rd</sup>-6<sup>th</sup>.**
- **Jennifer M. has been scheduling and conducting meeting.**

**Enrollment**

**QES-72 students and EES- 122 students**

- B. Financial Update – April Whitney
  - 1. Monthly Financial Report
    - Bus & Maintenance Report
    - Electric KWH usage Report
    - Budget/Expenditure Analysis Report
    - Student Activities Report
    - Grants

**Business Manager April Whitney informed the board of the financials. There was no major facility or bus maintenance last month. Electricity costs were down at both campuses. April will be working on the May revision for next month.**

- C. Board Reports
  - Monica Timberlake encourages everyone to watch the Walk outs and sick outs webinar.**

4. APPROVAL OF CONSENT CALENDAR

- A.
  - 1. Approve minutes of the regular meeting on March 12, 2018.
  - 2. Approve minutes of the Work Session on March 29, 2018.

- B. Approve Expense and Payroll Vouchers  
Expense Vouchers will be available during meeting for public review.

- P – 17- \$45,714.29                      E – 1014 – \$26, 388.99
- P – 18- \$43,588.94                      E – 1015 - \$43,458.45
- P – 19- \$48,162.19

- C. Gifts and Donations

- 1. Accept donation of \$100.00 from Mr. Joe Thompson to the QES 8<sup>th</sup> grade for their annual trip.

- D. Personnel Action

- 1. Resignation of classified employee Diana Taverner.

**There was a motion approve the Consent Calendar.**

**Motion: Michael Clowser**

**Second: Nicole Collier**

**Vote: Unanimous**

5. ITEMS REMOVED FROM CONSENT CALENDAR

**No items were removed.**

6. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION)

**No Old Business.**

7. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)

- A. Discussion and possible action on the District Calendar 2018/2019 FY.

**There was a discussion to make the changes on the calendar to add on two days the District will be closed and the last day of school to fall on a Friday.**

**There was a motion to approve the calendar with the changes made.**

**Motion: Michael Clowser**

**Second: Nicole Collier**

**Vote: Unanimous**

- B. Discussion and possible action on student activities adjustments and implementation of revised procedures.  
**Business Manger April Whitney goes over the revised procedures with the board. She explained to the board before this procedure she never balanced with the school secretaries reports. There was a discussion to reimburse the student activities funds for the amount adjustments to their accounts.**

**There was a motion to reimburse the student activities funds for amount adjustments and implement the new revised procedures.**

**Motion: Michael Clowser  
Second: Nicole Collier  
Vote: Unanimous**

- C. Discussion and possible action on changing the date of the regular meeting in May.  
**The May regular board meeting will be on May 9<sup>th</sup> at 6p.m. in Quartzsite.**
- D. Discussion and possible action on the 2018 Summer Leadership Institute on the 7<sup>th</sup>-9<sup>th</sup> in Flagstaff.  
**Monica Timberlake is already registered to attend. The other board members are going ot check their schedules and see if they will be able to attend.**

**There was a motion to send board member Nicole Collier to the Leadership Institute.**

**Motion: Michael Clowser  
Second: Nicole Collier  
Vote: Unanimous**

- E. ASBA Webinar on Walk outs and sick outs: A Guide for Arizona School Leaders.  
**Due to technical difficulties we were unable to watch the webinar.**
- F. Discussion on resolution from the Arizona Educators United Group in support of educators.  
**The board supports the resolution from ASBA. The board will approve the resolution at May's regular board meeting.**

- G. Discussion on policy advisories.....**FIRST READING**
- |                              |                                                                                                                     |
|------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Policy Advisory No. 602..... | Policy DKA- Payroll Procedure/Schedules                                                                             |
| Policy Advisory No. 603..... | Exhibit GBEAA-E Staff Conflict of Interest<br>(CONFLICT OF INTEREST DISCLOSURE PURSUANT TO A.R.S. §§ 38-501 TO 511) |
| Policy Advisory No. 604..... | Regulations GCCG-RB-Professional/Support Staff Voluntary Transfer of Accrued Sick Leave.                            |
| Policy Advisory No. 605..... | Policy GCCH- Professional/Support Staff Bereavement Leave                                                           |
| Policy Advisory No. 606..... | Regulation GDCG-R – Support Staff Voluntary Transfer of Accrued Sick Leave                                          |
| Policy Advisory No. 607..... | Exhibit – IHA-E, Basic Instructional Program                                                                        |
| Policy Advisory No. 608..... | Regulation – IHBJ-R, Indian Education<br>(Native American/Indian Education)                                         |
| Policy Advisory No. 609..... | Regulation – IIB-R, Class Size (Special Education)                                                                  |
| Policy Advisory No. 610..... | Policy – IKAB, Report Cards/Progress Reports                                                                        |
| Policy Advisory No. 611..... | Policy JFAA – Admission of Resident Students                                                                        |
| Policy Advisory No. 612..... | Policy JFABD – Admission of Homeless Students                                                                       |
| Policy Advisory No. 613..... | <b>New Policy JFABDA – Admission of students in Foster Care</b><br>JFABDA-R, JFABD-EA, JFABD-EB                     |
| Policy Advisory No. 614..... | Exhibit JK-EA – Student Discipline                                                                                  |
| Policy Advisory No. 615..... | Policy JKD- Student Suspension                                                                                      |

**AND HAND TO THE BOARD PRESIDENT**

Members of the audience may make statements concerning matters of interest to the School District. The President of the Board may terminate such statements if they do not concern the School Board affairs, if they are personal attacks against individuals or are deemed inappropriate by the President. The Board also reserves the right to set the time limit of three minutes on individual presentations and the time spent on the Call to the Public.

**No statements were made.**

9. **AGENDA ITEMS FOR FUTURE CONSIDERATION**

1. **Change the date for the June regular meeting**
2. **Approve the ASBA resolution**
3. **2018 Summer Leadership Institute in June on the 7<sup>th</sup>-9<sup>th</sup> in Flagstaff.**

10. **ADJOURNMENT**

**There was a motion to adjourn the meeting at 6:50 p.m.**

**Motion: Nicole Collier**

**Second: Michael Clowser**

**Vote: Unanimous**

  
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**PRESIDENT**

  
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**MEMBER**

  
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