

# QUARTZSITE ELEMENTARY SCHOOL DISTRICT NO. 4

P.O. BOX 130, EHRENBURG, ARIZONA 85334

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## MINUTES OF REGULAR MEETING QUARTZSITE SCHOOL DISTRICT GOVERNING BOARD

Monday, December 10, 2018 at 6:00 PM

Ehrenberg Elementary School

49241 Ehrenberg Parker Highway

Ehrenberg, AZ 85334

1. PUBLIC HEARING ON THE DECEMBER REVISION TO THE 2018-2019 BUDGET FOR QUARTZSITE ELEMENTARY SCHOOL DISTRICT #4.

**The Public Hearing was moved and held right before Old Business due to the Board president overlooking it.**

1. ROUTINE OPENING OF MEETING
  - A. Call to Order  
**Monica Timberlake called the meeting to order at 6:03 p.m.**
  - B. Roll Call  
Present: **Monica Timberlake  
Michael Clowser  
Nicole Collier  
Norma Valenzuela**  
  
Absent:  
C. Pledge of Allegiance  
**Monica Timberlake led the Pledge of Allegiance**
2. REVIEW AND ACCEPT THE AGENDA FOR December 10, 2018.
  - A. Approve agenda as written  
**There was a motion made 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 Raquel Burton informed the board of the School’s current events.**  
**Quartzsite Elementary School**

- **December 4<sup>th</sup> was the Spelling Bee**
- **December 10<sup>th</sup> -14<sup>th</sup> the PTA will host Santa’s Workshop.**
- **December 18<sup>th</sup> at 4:30 pm will be the ham dinner and following at 6pm will be the Christmas program.**
- **December 19<sup>th</sup> Mr. and Mrs. Claus will arrive at the school at 9am.**
- **December 21<sup>st</sup> is party day for the classrooms.**
- **Winter break begins December 24<sup>th</sup> through January 4<sup>th</sup>.**

**Ehrenberg Elementary School**

- **December 19<sup>th</sup> the 8<sup>th</sup> grade will host a Baracoa dinner at 5pm and immediately following the Christmas program will begin at 6pm.**
- **Mr. and Mrs. Claus will arrive on December 19<sup>th</sup> at 12pm.**
- **December 21<sup>st</sup> is party day for classrooms.**
- **Winter Break begins December 24<sup>th</sup> through January 4<sup>th</sup>.**

**District**

- **The state was at the District the week of December 3<sup>rd</sup> looking over the Special Education Program. We are currently on a correction plan and have 60 days to correct the items out of compliance.**
- **The Fire Marshall made a visit to Ehrenberg Elementary to do a walk through of the campus and do a fire drill with him present. There were no major findings.**

**Enrollment**

**123 students are enrolled in Ehrenberg.**

**67 students are enrolled in Quartzsite.**

B. Financial Update – April Whitney

1. Monthly Financial Report

- **Bus & Maintenance Report**
- **Electric KWH usage Report**
- **Water/Sewer Report**
- **Budget/Expenditure Analysis Report**
- **Student Activities Report**
- **Grants**

**Business Manager April Whitney gave the board an update on the monthly financials.**

- **Fuel cost in the month of November was \$3, 088.95.**
- **No bus maintenance for the month of November.**
- **Facility maintenance of \$97.00 for a service call for the walk in freezer at Ehrenberg Elementary School.**
- **The backflow assembly was serviced and had to be repaired at Quartzsite Elementary School for a total of \$95.00.**
- **Nothing was prepared for the water/ Sewer report.**
- **The MNO budget is over expended by \$19,382.00.**
- **The Capital budget is \$51, 446.00.**
- **Nothing was prepared for the Student Activities Report.**

C. Board Reports

**Board members Monica Timberlake, Nicole Collier and William Ponce will be attending the Annual Conference in Phoenix. Board President Monica Timberlake presented board member Michael Clowser with a Certificate of Appreciation for serving on the Governing Board and invite**

4. APPROVAL OF CONSENT CALENDAR

- A. 1. Approve minutes of the regular meeting on November 8, 2018.
- B. Approve Expense and Payroll Vouchers  
Expense Vouchers will be available during meeting for public review.
  - E – 1008- \$13, 102.84      P – 7- \$50,509.52
  - E – 1009 - \$38, 329.25      P – 8- \$51,259.49
- C. Gifts and Donations
  - 1. Accept donation from the PTA for the purchase of basketballs for the Quartzsite Elementary School.
- D. Personnel
  - 1. Approval of resignation of classified employee Paul Pena.

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

**Motion: Nicole Collier**  
**Second: Norma Valenzuela**  
**Vote: Unanimous**

5. ITEMS REMOVED FROM CONSENT CALENDAR

6. PUBLIC HEARING ON THE DECEMBER REVISION TO THE 2018-2019 BUDGET FOR QUARTZSITE ELEMENTARY SCHOOL DISTRICT #4.

**Business Manager April Whitney opened up the Hearing to the December Revision of the 2018-2019 budget to the Public. Our budget needs to be reduced by \$84, 834.00. With carryover from MNO of \$43,170.00 and additional carryover from Capital of \$17, 522.00 it will now need to be reduced by \$24,603.00. Superintendent Mrs. Burton and Vanessa Hernandez have been working with ADE asking why our enrollment numbers differ from them and have been working hard to get them corrected. If the public at any time would like to see the budget it is posted on our District website and the ADE website. There were no comments made by the public.**

7. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION)

- A. Discussion on possible projects through School Facility Board Grants.  
**In November the applications that were approved and projects that have been assessed at the Ehrenberg campus are the grading and drainage, roofing, life safety assessments, weatherization, doors and hardware and the sewage problem in the kitchen. The District is still waiting on the reports to come in so we can go out for bids for the projects.**

8. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)

- A. Discussion and possible action on the First Revision to the FY 2018-2019 Budget.  
**There was a motion to approve the First Revision to the FY 2018-2019 Budget.**  
**Motion: Nicole Collier**  
**Second: Michael Clowser**  
**Vote: Unanimous**
- B. Discussion and possible action on a work session to develop strategic goals for the District.

**Monica Timberlake has been in contact with ASBA on conducting training which will cost the District \$100.00 per hour plus mileage for the whole board to attend. Business Manager April Whitney informed the board that she has funding of \$2000.00 that could help with the cost of the training. Monica is going to contact ASBA to schedule for January 5<sup>th</sup> to have the training.**

9. **EXECUTIVE SESSION**

The Board may vote to meet in executive session pursuant to A.R.S. §38-431.03 (A) (1), personnel, to discuss the duties, performance, and evaluation of Superintendent Raquel Burton. If Mrs. Burton wishes to have this executive session held in open session, it will be held in open session at this point on the agenda.

9. **RECONVENE OPEN MEETING**

A. Motion to reconvene open meeting.

**There was a motion to reconvene into open meeting.**

**Motion: Monica Timberlake**

**Second: Michael Clowser**

**Vote: Unanimous**

B. Discussion and possible action on the Superintendents first half of performance pay.

**Monica Timberlake read the Superintendents Goals.**

**There was a motion to award 50% of the 25% of the performance pay agreement goal #1 to Superintendent Raquel Burton.**

**Motion: Norma Valenzuela**

**Second: Nicole Collier**

**Vote: 3-yay**

**1-nay**

**There was a motion to award 50% of the 25% of the performance pay agreement goal#2 to Superintendent Raquel Burton.**

**Motion: Michael Clowser**

**Second: Norma Valenzuela**

**Vote: 2-yay**

**2-nay**

**There was a motion to award 0% of the 25% of the performance pay agreement goal #2 to Superintendent Raquel Burton.**

**Motion: Monica Timberlake**

**Second: There was not a second**

**There was a motion to award 25% of the 25% of the performance pay agreement goal #2 to Superintendent Raquel Burton.**

**Motion: Nicole Collier**

**Second: Monica Timberlake**

**Vote: 2-yay**

**2-nay**

**There was a motion to award 35% of the 25% of the performance pay agreement goal #2 to Superintendent Raquel Burton.**

**Motion:** Michael Clowser  
**Second:** There was not a second

**There was a motion to award 25% of the 25% of the performance pay agreement goal #2 to Superintendent Raquel Burton.**

**Motion:** Michael Clowser  
**Second:** Nicole Collier  
**Vote:** 3-yay  
1-nay

**There was a motion to award 100% of the 25% of the performance pay agreement goal #3 to Superintendent Raquel Burton.**

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

**There was a motion to award 100% of the 25% of the performance pay agreement goal #4 to Superintendent Raquel Burton.**

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

**Mrs. Burton thanks the board but she chose to decline the performance pay.**

11. **CALL TO THE PUBLIC – PLEASE FILL OUT “REQUEST TO ADDRESS BOARD” 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 comments were made by the public.**

12. **AGENDA ITEMS FOR FUTURE CONSIDERATION**

**A work session was scheduled for January 14<sup>th</sup> at 5pm in Quartzsite.**

13. **ADJOURNMENT**

**There was a motion to adjourn the meeting at 7:41 p.m.**

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

*M. Dymber bde*

**PRESIDENT**

**MEMBER**

*[Signature]*

**MEMBER**

**MEMBER**

*[Signature]*

**MEMBER**