

# 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, January 11, 2018 at 6:00 PM

Quartzsite Elementary School

930 W. Quail Trail

Quartzsite, AZ 85346

## 1. ROUTINE OPENING OF MEETING

### A. Call to Order

**Sally Kelley called the meeting to order at 5:01 p.m.**

### B. Roll Call

Present: **Michael Clowser**

**Sally Kelley**

**Monica Timberlake**

Absent: **Norma Valenzuela**

### C. Pledge of Allegiance

**Sally Kelley led the Pledge of Allegiance**

## 2. REVIEW AND ACCEPT THE AGENDA FOR JANUARY 11, 2018

### A. Approve agenda as written

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

**Motion: Monica Timberlake**

**Second: Michael Clowser**

**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**

- **Parent/Teacher Conferences on January 25<sup>th</sup> and 26<sup>th</sup>.**

**Ehrenberg Elementary School**

- **Parent/Teacher Conferences on January 25<sup>th</sup> and 26<sup>th</sup>.**

**District Level**

- **School Secretary Vanessa Hernandez will be attending an ETC Conference in Laughlin on January 31<sup>st</sup> through February 2<sup>nd</sup>.**

- **Mrs. Burton, April Whitney and Holly Brown will be attending a Lock down evacuation training in Yuma on January 30<sup>th</sup>.**

- **Mrs. Burton, April Whitney and Holly Brown will be attending Risk Management training on February 9<sup>th</sup> in Phoenix.**

**Enrollment**

**QES-70 students and EES- 115 students**

**Mrs. Burton did inform the board that since that report was made there has been an additional 9 students enroll in the District.**

- 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 gave the board an update on her monthly financial reports.**

- C. Board Reports
  - Board member Monica Timberlake made the announcement she has been appointed by ASBA to be on the Board of Directors.**

4. APPROVAL OF CONSENT CALENDAR

- A. 1. Approve minutes of the regular meeting on January 11, 2018.
- B. Approve Expense and Payroll Vouchers
  - Expense Vouchers will be available during meeting for public review.
  - P – 11- \$57,971.13                      E – 1010 – \$31,327.78
  - P – 12- \$51,975.73
- C. Gifts and Donations
  - 1. Brenda Burks- Approval of the donation received from Thrivent Financial for the Library at QES.
  - 2. Louise Hockley- Approval of the donation received from Thrivent Financial and was used to purchase new girl basketball uniforms at QES.
- D. Personnel Actions
  - 1. Resignation of Certified employee Stacy Green.
- E. Approval for Cintas Fire Protection as a sole source vendor for FY2018.
- F. Approval on an emergency procurement to repair the fire alarm panel by Cintas Fire Protection using monies from fund 550.

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

**Motion:            Monica Timberlake**  
**Second:          Sally Kelley**  
**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 electing a new Governing Board President.  
Sally Kelley asked to be removed as Board President and nominated Monica Timberlake.

**There was a motion to nominate Monica Timberlake as the new Board President.**

**Motion:            Sally Kelley**  
**Second:          Michael Clowser**  
**Vote:              Unanimous**

- B. Discussion and possible action on the 2018 Board Calendar.  
**Monica Timberlake asked to move the June regular board meeting from June 14<sup>th</sup> to June 5<sup>th</sup>.**

**There was a motion to approve the proposed Board meeting dates with the exception of changing June's date to the 5<sup>th</sup>.**

**Motion: Monica Timberlake**

**Second: Michael Clowser**

**Vote: Unanimous**

- C. Discussion and possible action on an emergency procurement for services from Jennifer Fisher-Marlett to assist in the needs of our Special Education Department.

**Monica Timberlake read to the board and public the recommendation of Special Education Services for an emergency procurement.**

**There was a motion to approve an emergency procurement for services from Jennifer to assist in the needs of our Special Education Department.**

**Motion: Monica Timberlake**

**Second: Michael Clowser**

**Vote: Unanimous**

- D. Discussion and possible action on the Board Operations and Leadership Training Seminar on January 31<sup>st</sup> in Phoenix.

**Monica Timberlake gives a brief description on what the BOLTS Training will consist of.**

**There was a motion to approve to send on Board Member to the BOLTS training.**

**Motion: Monica Timberlake**

**Second: Michael Clowser**

**Vote: Unanimous**

- E. Discussion on policy Advisory.....**FIRST READING**  
Policy Advisory EFDA – Collection of Money/Food Tickets

**There was no discussion from the Board.**

- F. Webinar presentation on Prop 123 funding and teacher salaries in school districts.

**The board stopped the video after watching 10 minutes since the webinar was over an hour long.  
The public was notified that if they wanted to finish watching the webinar the District can send the link to their email.**

8. EXECUTIVE SESSION

**There was a motion to go into executive session**

**Motion: Monica Timberlake**

**Second: Michael Clowser**

**Vote: Unanimous**

9. RECONVENE OPEN MEETING

- A. Motion to reconvene into open meeting.

**There was a motion to reconvene into open meeting at 7:19 p.m.**

**Motion: Monica Timberlake**

**Second: Sally Kelley**

**Vote: Unanimous**

**Roll Call was taken: Board Members Monica Timberlake, Sally Kelley and Michael Clowser were present.**

- B. Discussion and possible action on Superintendents first half of her performance pay.  
**Sally Kelley read the Superintendents Goals.**

**There was a motion to award 75% of the 25% of the performance pay agreement goal #1 to Superintendent Raquel Burton.**

**Motion: Monica Timberlake**  
**Second: Sally Kelley**  
**Vote: 2-yay**  
**1-nay**

**There was a motion to award 100% of the performance pay agreement goal #2 to Superintendent Raquel Burton.**

**Motion: Monica Timberlake**  
**Second: Sally Kelley**  
**Vote: Unanimous**

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

**Motion: Monica Timberlake**  
**Second: Sally Kelley**  
**Vote: Unanimous**

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

**Motion: Monica Timberlake**  
**Second: Sally Kelley**  
**Vote: Unanimous**

10. **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.

**Ruben Vega spoke to the board regarding Long Term Substitutes and is concerned the District is not looking hard enough for certified teachers.**

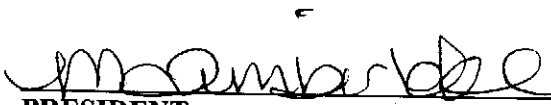
11. **AGENDA ITEMS FOR FUTURE CONSIDERATION**

- 1. Discussion on the Districts hiring process of certified staff and Long Term Substitutes.**
- 2. School Configuration**

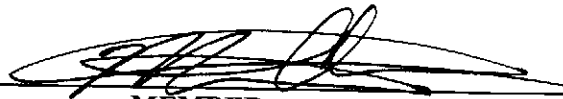
12. **ADJOURNMENT**

**There was a motion to adjourn the meeting at 7:32 p.m.**

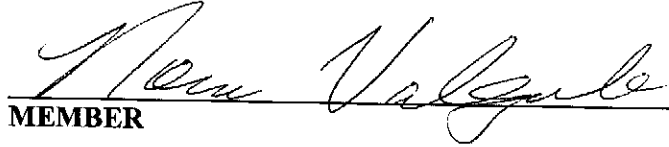
**Motion: Monica Timberlake**  
**Second: Michael Clowser**  
**Vote: Unanimous**



**PRESIDENT**



**MEMBER**



**MEMBER**

**MEMBER**

**MEMBER**