

# QUARTZSITE ELEMENTARY SCHOOL DISTRICT NO. 4

P.O. BOX 130, EHRENBERG, ARIZONA 85334

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## MINUTES OF REGULAR MEETING QUARTZSITE SCHOOL DISTRICT GOVERNING BOARD

Thursday, July 5, 2018 at 6:00 PM

Quartzsite Elementary School

930 W. Quail Trail

Quartzsite, AZ 85346

1. PUBLIC HEARING ON THE ADOPTED FY2019 BUDGET FOR QUARTZSITE ELEMENTARY SCHOOL DISTRICT #4.  
**Business Manager April Whitney opened up the hearing to the public at 6:03 p.m. There were no comments, questions or concerns from the public regarding the FY2019 Budget for Quartzsite Elementary School District #4. The public hearing closed at 6:08 p.m.**
  
1. ROUTINE OPENING OF MEETING
  - A. Call to Order  
**Monica Timberlake called the meeting to order at 6:08 p.m.**
  - B. Roll Call  
Present: **Monica Timberlake  
Michael Clowser  
Nicole Collier**  
  
Absent: **Norma Valenzuela**
  - C. Pledge of Allegiance  
**Nicole Collier led the Pledge of Allegiance**
  
2. REVIEW AND ACCEPT THE AGENDA FOR JULY 5, 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 that the District staff has been working on closing FY 17/18 and getting things ready for FY 18/19. Mrs. Burton will be conducting teacher interviews next week. The Districts ESS on-site specialist Heather Raithel will be on campus December 3rd-5<sup>th</sup>. June 14<sup>th</sup> the District liaison from School Facilities Board toured both campuses and discussed projects that the District is seeking assistance for. Mrs. Burton informed the board she will not be in the office on Monday the 9<sup>th</sup>. PTA in Quartzsite met their goal to help the school purchase a sound system. Transportation Director Bret Champoux will be taking bus #6 to get the A/C fixed, thanks to APS.**

Enrollment

**Mrs. Burton informed the board that she would a more accurate enrollment numbers at next month’s meeting. She explained that a few families have relocated out of town. However, have had families come in for enrollment packets.**

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 monthly financials. There were no comments or questions from the board.**

C. Board Reports

**There were no reports.**

4. APPROVAL OF CONSENT CALENDAR

A. 1. Approve minutes of the regular meeting on June 5, 2018.

B. Approve Expense and Payroll Vouchers

Expense Vouchers will be available during meeting for public review.

- E – 1020- \$33,705.25            P – 24- \$153,150.16
- E – 1021- \$28,117.30            P – 25- \$15,685.13

C. The Arizona Department of Education Health and Nutrition Services Food Program Permanent Service Agreement.

D. Approve authorized check signers for Horizon Community Bank accounts for the 2018/2019 school year.

1. Revolving Fund: Raquel Burton, Superintendent and Holly Brown, District Office Assistant/Board Secretary.
2. Ehrenberg Student Activity: Raquel Burton, Superintendent and Vanessa Hernandez, EES School Secretary.
3. Quartzsite Student Activity: Raquel Burton, Superintendent and Stephanie Wasserburger, QES School Secretary.

- E. Approve FY18-19 Substitute List
  - 1. Judith Barnhart
  - 2. Gerald Burns
  - 3. Heather Caton
  - 4. Kathy Johnson
  - 5. Gale Mckinney
  - 6. Sandra Roesti
  - 7. Karen Sain

**There was a motion to approve the consent calendar.**

**Motion: Michael Clowser**

**Second: Nicole Collier**

**Vote: Unanimous**

- 5. ITEMS REMOVED FROM CONSENT CALENDAR  
**No items were pulled.**

- 6. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION)

- A. Discussion and possible action on the purchase of a new bus.

**Transportation Director Bret Champoux prefers the purchase of the International bus.**

**There was a motion to approve the purchase of the International Bus.**

**Motion: Michael Clowser**

**Second: Nicole Collier**

**Vote: Unanimous**

- B. Discussion and possible action on the extra duty stipends for FY 2018-2019.

**There was a motion to approve the extra duty stipends for FY 2018-2019.**

**Motion: Michael Clowser**

**Second: Nicole Collier**

**Vote: Unanimous**

- 7. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)

**Board President Monica Timberlake moved item H to A.**

- A. Discussion on electricity costs and solar panels.

**Chris Toogood from APS was present to answer any questions the board had regarding the solar panels. Business Manager April Whitney put together a spreadsheet comparison of usage being used from FY2012 to present. Mr. Toogood did inform the board that one of the school owned panels is not currently working.**

- B. Approve Adopted FY2019 Budget for Quartzsite Elementary School for Quartzsite Elementary School District #4.

**There was a motion to approve the FY2019 Budget for Quartzsite Elementary School District #4.**

**Motion: Nicole Collier**

**Second: Michael Clowser**

**Vote: Unanimous**

- C. Discussion and possible action on the parent/student and staff handbook.  
**There was a motion to approve the parent/student and staff handbook.**  
**Motion: Michael Clowser**  
**Second: Nicole Collier**  
**Vote: Unanimous**
- D. Discussion and possible action on the Districts Discipline Policy.  
**Superintendent Raquel Burton discussed with the board on the stages of the District's student discipline. Board members thought that this item was regarding employee discipline. A special meeting was scheduled to address employee discipline for July 17<sup>th</sup> at 6pm in Quartzsite.**
- E. Discussion and possible action on the Districts Sick Leave Policy.  
**This item was tabled until next regular board meeting.**
- F. Discussion and possible action on scheduling a date/time with the Districts Attorney to give a presentation on open meeting law.  
**There was a presentation scheduled for July 23<sup>rd</sup> at 5pm in Quartzsite.**
- G. Discussion on possible projects through School Facility Board Grants.  
**Superintendent Raquel Burton read to the board and public the possible projects through School Facility Board. It will be a two year project and will be done in three phases. Mrs. Burton will keep the board updated every regular board meeting.**
- H. Discussion and possible action on the Districts configuration for K-2.  
**This item was tabled until our special meeting that is scheduled on July 17<sup>th</sup> at 6pm in Quartzsite.**
- I. Discussion and possible action on the 42<sup>nd</sup> Annual Law Conference in Scottsdale on September 5-7, 2018.  
**Monica Timberlake, Nicole Collier and Raquel Burton will attend. Nicole Collier stated she will pay for her registration and Hotel fee.**
- There was a motion to approve board members Monica Timberlake, Nicole Collier and Superintendent Raquel Burton to attend the 42<sup>nd</sup> Annual Law Conference.**  
**Motion: Monica Timberlake**  
**Second: Nicole Collier**  
**Vote: Unanimous**

8. **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.

**Christine Myers approached the board with concerns for the upcoming school year regarding curriculum and student/teacher relations.**

**Autumn Reiter approached the board regarding having issues with a teacher that is employed with the District and IEP services that need to be fulfilled.**

9. AGENDA ITEMS FOR FUTURE CONSIDERATION

1. Districts sick leave policy

10. ADJOURNMENT

There was a motion to adjourn the meeting at 6:20 p.m.

Motion: Nicole Collier

Second: Michael Clowser

Vote: Unanimous

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PRESIDENT

MEMBER

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MEMBER

MEMBER

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MEMBER

DRAFT