

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

Wednesday, May 9, 2018 at 5:00 PM

Quartzsite Elementary School

930 W. Quail Trail

Quartzsite, AZ 85346

1. ROUTINE OPENING OF MEETING

A. Call to Order

Monica Timberlake called the meeting to order at 5:04 p.m.

B. Roll Call

Present: **Monica Timberlake
Michael Clowser
Norma Valenzuela
Nicole Collier**

Absent:

C. Pledge of Allegiance

Monica Timberlake led the Pledge of Allegiance

2. REVIEW AND ACCEPT THE AGENDA FOR MAY 9, 2018

A. Approve agenda as written

There was a motion to approve the agenda as written with the exception of moving Call to the Public before the executive session.

Motion: Michael Clowser

Second: Norma Valenzuela

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**

- **Field Day is on Friday the 18th.**
- **8th grade promotion is on Wednesday the 23rd at 6 pm.**

Ehrenberg Elementary School

- **Field Day is on Wednesday the 23rd**
- **Kindergarten Celebration is on Thursday the 24th at 10 am.**
- **8th grade is on Thursday the 24th at 6 pm.**

District Level

- **For School Board vacancies you can contact Mrs. Price in Parker at the Education Service Agency.**

Enrollment

QES-73 students and EES- 120 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 monthly financials.

- **Fuel and maintenance costs increased due to gas prices going up and having field trips.**
- **Service and repairs to walk-in freezer at Ehrenberg.**
- **Electricity cost is down in Ehrenberg but increased in Quartzsite.**
- **M&O remaining balance is \$22,796.00**
- **Capital remaining balance is \$45,414.00**

- C. Board Reports

Monica Timberlake informs the board that there will be upcoming changes to open meeting law within the next 90 days. She will also be attending the Summer Leadership Institute in June. Herself and Nicole Collier attended Quartzsite Elementary School awards night.

4. APPROVAL OF CONSENT CALENDAR

- A. 1. Approve minutes of the regular meeting on April 12, 2018.
- 2. Approve minutes of the Work Session on April 23, 2018.

- B. Approve Expense and Payroll Vouchers

Expense Vouchers will be available during meeting for public review.

- P – 20- \$47,483.24 E – 1016 – \$33, 936.25
- P – 21- \$47,827.55 E – 1017 - \$34,458.38

- C. Gifts and Donations

- 1. Accept matching gift donation of \$100.00 from Sempra Energy.

- D. Personnel Action

- 1. Resignation of classified employee Lucila Diaz.
- 2. Approval of Orlando Sanchez for Emergency Substitute for the Quartzsite Elementary School District #4.
- 3. 2018-2019 certified renewals.
- 4. 2018-2019 classified renewals.

- E. Accept the Annual Financial Statements and Audit prepared by Heinfeld, Meech, & Co., PC for FY2016-2017 for the Quartzsite School District.

There was a motion approve the Consent Calendar.

Motion: Norma Valenzuela
Second: Michael Clowser
Vote: Unanimous

5. ITEMS REMOVED FROM CONSENT CALENDAR

No items were removed.

6. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION)

- A. Discussion and update on preliminary budget forecast for 2018-2019.
Business Manager April Whitney informed the board that our budget needs to be reduced by \$136,000 to fill open positions that need to be filled. New Monies the District is receiving is earmarked for teacher pay raises. Superintendent Burton gave the board her recommendations on how the District can make cuts to the budget.
- B. Discussion and possible action on Health Insurance rates for 2018-2019.
April Whitney made the suggestion to change the health insurance plan to Value Silver to help save on the budget but still offer employees to buy up to the Classic Gold or Co-Pay Gold.

There was a motion to approve the Health Insurance rates for 2018-2019 to Value Silver and employees can have the option to buy up to Classic Gold or Co-Pay Gold and approve recommended classified/certified salary schedules.

**Motion: Michael Clowser
Second: Norma Valenzuela
Vote: Unanimous**

- C. Discussion and possible action on classified salary schedules for 2018-2019.
April Whitney and Mrs. Burton make the recommendation to advance all support staff one step and give an additional .25 increase.
- D. Discussion and possible action on certified salary schedule for 2018-2019.
April Whitney gave a handout to the board on teacher salary increases. She and Mrs. Burton recommends to advance each teacher one step on the salary schedule and give an additional \$3,300 to make it a 9.7% increase.
- E. Discussion and possible action on substitute pay for 2018-2019.
**There was a motion to approve the substitute pay of:
\$90.00-Emergency
\$100.00-Regular
\$156.00 Long Term
Long Term subs starts on the 11th consecutive day of assignment. Scheduled for an 8 hour day.**
- Motion: Michael Clowser
Second: Nicole Collier
Vote: Unanimous**
- F. Discussion and possible action on extra duty stipends for 2018-2019.
There was a discussion on only having certified staff fill the stipend positions. There was a suggestion to table the stipends and bring back at a later date.
- G. Discussion and possible action on Red for Ed Board Resolution from ASBA.
**Monica Timberlake reads the Red for Ed resolution.
There was a motion to adopt the resolution.**
- Motion: Michael Clowser
Second: Nicole Collier
Vote: Unanimous**
- H. Discussion and possible action on classroom sizes for 2018-2019.
**There was a discussion on the different model scenarios. The board would like to keep the configuration the same as the current year but to determine where Kindergarten through Second will be placed will be based on which community has the highest enrollment in those 3 grades.
Motion: There was a motion to keep the model the same and determine where K-2 will be placed at a later time depending on the numbers.**
- Motion: Michael Clowser
Second: Nicole Clowser
Vote: 3-yay 1-nay**

7. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)

A. Discussion and approval of 2017-2018 Budget Revision.

Business Manager April Whitney explains and goes over the budget revision with the board. There was a motion to approve the 2017-2018 Budget Revision.

Motion: Michael Clowser

Second: Nicole Collier

Vote: Unanimous

B. Discussion and possible action on changing the date of the regular meeting in June.

The June regular board meeting has been changed to June 5th at 6 p.m. in Ehrenberg.

C. Discussion and possible action on Certified Retention Stipend Policy for FY2017-2018.

April Whitney informed the board that the District needs to adopt the policies so we can get the Title II grant approved.

D. Discussion and possible action on Certified Recruitment Stipend Policy for FY2017-2018.

There was a motion to approve the Certified Retention and Recruitment Stipend.

Motion: Norma Valenzuela

Second: Nicole Collier

Vote: Unanimous

E. Discussion and action policy advisories.....**SECOND READING**

Policy Advisory No. 602.....Policy DKA- Payroll Procedure/Schedules

Policy Advisory No. 603.....Exhibit GBEEA-E Staff Conflict of Interest

(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 – IHB-R, Indian Education (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.....New Policy JFABDA – Admission of students in Foster Care JFABDA-R, JFABD-EA, JFABD-EB

Policy Advisory No. 614.....Exhibit JK-EA – Student Discipline

Policy Advisory No. 615.....Policy JKD- Student Suspension

There was no discussion.

There was a motion to approve policies 604-615

Motion: Michael Clowser

Second: Nicole Collier

Vote: Unanimous

8. 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 at 7:58 p.m.

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

Board President Monica Timberlake read the Superintendents Goals.

There was a motion to approve 10% of the 25% of the performance pay agreement goal #1 to Superintendent Burton.

Motion: Michael Clowser

Second: No Second

There was a motion not to approve any of the performance pay agreement for goal #1 to Superintendent Burton.

Motion: Monica Timberlake

Second: Nicole Collier

Vote: 3-yay 1-nay

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

Motion: Norma Valenzuela

Second: Nicole Collier

Vote: Unanimous

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

Motion: Norma Valenzuela

Second: Nicole Collier

Vote: Unanimous

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

Motion: Nicole Collier

Second: Michael Clowser

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.

No statements were made.

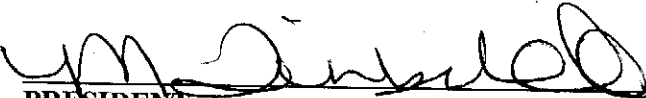

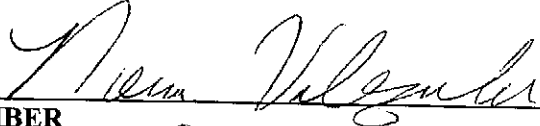

11. **AGENDA ITEMS FOR FUTURE CONSIDERATION**

1. **Consolidate Schools**
2. **Emergency Plan**
3. **Incentive Plan for reading**
4. **Overrides**
5. **Tax Revenue**
6. **Approve policies 602-603**

12. ADJOURNMENT

There was a motion to adjourn the meeting at 8:13 p.m.

Motion: Michael Clowser
Second: Norma Valenzuela
Vote: Unanimous

 _____ PRESIDENT	 _____ MEMBER
 _____ MEMBER	_____ MEMBER
 _____ MEMBER	_____