

# QUARTZSITE ELEMENTARY SCHOOL DISTRICT NO. 4

P.O. BOX 130, EHRENBURG, ARIZONA 85334

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

## MINUTES OF REGULAR MEETING QUARTZSITE SCHOOL DISTRICT GOVERNING BOARD

Thursday, October 11, 2018 at 6:00 PM

Ehrenberg Elementary School

49241 Ehrenberg Parker Highway

Ehrenberg, AZ 85334

### 1. ROUTINE OPENING OF MEETING

#### A. Call to Order

**Monica Timberlake called the meeting to order at 6:02 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 OCTOBER 11, 2018.

#### A. Approve agenda as written

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

**Motion: Nicole Collier**

**Second: Michael Clowser**

**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**

- **Dr. Woo will be conducting vision screenings for students on October 16<sup>th</sup>.**
- **Book Fair will be on October 22<sup>nd</sup>-26<sup>th</sup>.**

**Ehrenberg Elementary School**

- **Dr. woo will be conducting vision screenings for students on October 15<sup>th</sup>.**
- **Book Fair will be October 15<sup>th</sup>-19<sup>th</sup>.**
- **Pink Panther Day is on October 17<sup>th</sup>. Students and staff will be wearing pink in honor of cancer awareness month.**

**District**

- **Parent/Teacher Conferences will be on October 18<sup>th</sup>-19<sup>th</sup>. All students will be dismissed at 1 p.m.**

- **Red Ribbon Week will be on October 22<sup>nd</sup>-26<sup>th</sup>. Each campus will have different activities during the week.**
- **Students will participate in Apple Fest on October 26<sup>th</sup>. Classes will enter apple recipes and be judged on different categories.**

**Enrollment**

**129 students are enrolled in Ehrenberg.  
68 students are enrolled in Quartzsite.**

- 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 went over the financial reports with the Governing board. The V.W. settlement application was submitted with ECivis. Nothing has been heard back. Ms. Whitney will follow up with them next week. Bus repairs were at a high due to Bret preparing for the annual bus inspections, which pass inspections every year. The District is looking at receiving the new bus that was approved to purchase to be delivered in mid to late November.**

- C. Board Reports  
**No Board Reports were given.**

4. APPROVAL OF CONSENT CALENDAR

- A. 1. Approve minutes of the regular meeting on September 26, 2018.

- B. Approve Expense and Payroll Vouchers

Expense Vouchers will be available during meeting for public review.

- E – 1003- \$73, 150.33      P – 4- \$52,381.50
- E – 1004 - \$39,452.81      P – 5- \$44,436.58
- E – 1005 - \$20,101.05

- C. Approval of the State of Arizona Accounting Manual – Topic 50 as QSD4’s policies and procedure on travel.

- D. Personnel Action

1. Clinton Soehnel – Approve as a Substitute Teacher for the Quartzsite Elementary School District #4.
2. Douglas McHugo – Approve as a Substitute Teacher for the Quartzsite Elementary School District #4.
3. Cynthia Baldwin – Approve as an Emergency Substitute Teacher for the Quartzsite School District #4.

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

**Motion: Norma Valenzuela**

**Second: Nicole Collier**

**Vote: Unanimous**

5. ITEMS REMOVED FROM CONSENT CALENDAR

No items were removed.

6. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION)

A. Discussion on possible projects through School Facility Board Grants.

**There aren't any current updates from the School Facility Board on the possible projects for our District due to needing to complete the Annual Financial Report and Grants.**

7. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)

A. Discussion and possible action on the 2018 Annual Financial report for the Quartzsite Elementary School District #4.

**Business Manager April Whitney went over the Annual Financial Report with the Governing board. She answered any questions they may have had.**

**There was a motion to approve the 2018 Annual Financial Report for the Quartzsite Elementary School District #4.**

**Motion: Michael Clowser**

**Second: Norma Valenzuela**

**Vote: Unanimous**

B. Discussion and possible action on proposed changes to the ASBA Bylaws.

**Board President read over the Bylaw changes. There was no discussion.**

**There was a motion to approve the Bylaw changes.**

**Motion: Nicole Collier**

**Second: Norma Valenzuela**

**Vote: Unanimous**

C. Discussion and possible action on the School Boards Self-Evaluation.

**The Board, as a group, went over their evaluations. Some of the major problems, weaknesses, and accomplishments respectively, are as follows:**

(1) **Major Problems:**

(a) **Budget**

(b) **Community Involvement**

(c) **Morale**

(d) **Discipline**

(2) **Weaknesses**

(a) **Budget**

(b) **Communication**

(3) **Accomplishments**

(a) **School Facility School Funding Grant.**

(b) **New Bus**

(c) **Certified Special Education Teacher.**

(d) **Highly qualified Teachers in every classroom.**

(e) **Student Involvement**

**Board Member Michael Clowser excused himself from the meeting at 7:04 p.m. He did not return.**

- D. Discussion and possible action on the Quartzsite School District #4 Teacher Performance Pay Plan.  
**Superintendent Raquel Burton informed the board that the teachers all have approved this performance pay plan.**  
**There was a motion to approve the Quartzsite School District #4 Teacher Performance Pay Plan.**

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

- E. Discussion and possible action to temporarily suspend policy BGB for the purpose of expediting consideration of the policy IHB.  
**Board President Monica Timberlake explained the process of adopting policies and explained needing to expedite approving the policy due to having the Board Approval Form turned into ADE by November 1<sup>st</sup>.**

**There was a motion to temporarily suspend policy BGB.**  
**Motion:** Norma Valenzuela  
**Second:** Nicole Collier  
**Vote:** Unanimous

- F. Discussion and possible action on approval of policy IHB – Special Instructional Programs.  
**There was a motion to approve policy IHB.**

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

- G. Discussion on policy advisories.....**FIRST READING.**

Policy Advisory No. 625 .....	Policy BCB – Board Member Conflict of Interest Exhibit BCB-E
Policy Advisory No. 626.....	Policy BE – School Board Meetings
Policy Advisory No. 627.....	Policy BEDF – Voting Method
Policy Advisory No. 628.....	Regulation BEDG-R – Minutes
Policy Advisory No. 629.....	Policy DICA – Budget Forms
Policy Advisory No. 630.....	Policy DIE – Audits/Financial Monitoring
Policy Advisory No. 631.....	Policy DJ – Purchasing
Policy Advisory No. 632.....	Policy DN –School Properties Disposition
Policy Advisory No. 633.....	Policy FCB – Retirement of Facilities
Policy Advisory No. 634.....	Policy GCO – Evaluation of Professional Staff Members
Policy Advisory No. 635.....	Regulation IKE-RB – Promotion and Retention of Students
Policy Advisory No. 636.....	Policy IL – Evaluation of Instructional Programs
Policy Advisory No. 637.....	Policy IMD – School Ceremonies and Observances
Policy Advisory No. 638.....	Policy JEB – Entrance age Requirements
Policy Advisory No. 639.....	Policy JICK – Student Bullying/Harassment/Intimidation Regulation JICK-R Exhibit JICK-EB
Policy Advisory No. 640.....	Policy JJIB – Interscholastic Sports
Policy Advisory No. 641.....	Policy JL – Student Wellness Regulation JL-RB
Policy Advisory No. 642.....	Exhibit JLCB-E – Immunization of Students
Policy Advisory No. 643.....	Policy JL-CD – Medicines/Administering Medicine to Students.

Policy Advisory No. 645.....Exhibit JLCB-E(Immunization of students – ADHS  
 REVISED – October 2018)

**There was no discussion.**

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 Superintendent Goals for 2018-2019 FY. 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 7:33 pm.**

**Roll call**

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

**Absent: Michael Collier**

B. Discussion and possible action on Superintendent Goals for 2018-2019 FY.

**Board president read the goals out loud.**

**There was a motion to approve Goal #1.**

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

**There was a motion to approve Goal #2.**

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

**There was a motion to approve Goal #3.**

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

**There was a motion to approve Goal #4.**

**Motion: Nicole Collier  
Second: Norma Valenzuela  
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 comments were made by the public.**

11. **AGENDA ITEMS FOR FUTURE CONSIDERATION**

1. **Landscaping**

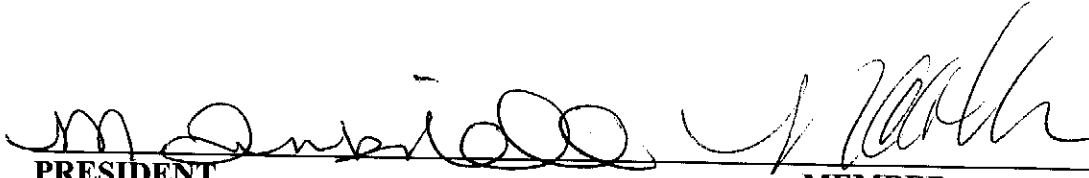
12. ADJOURNMENT

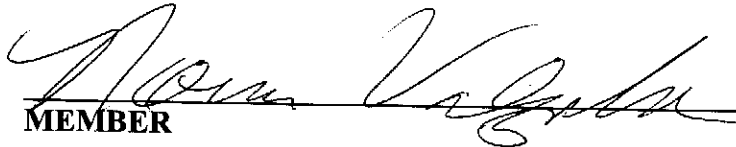
There was a motion to adjourn the meeting at 7:40 p.m.

Motion: Nicole Collier

Second: Norma Valenzuela

Vote: Unanimous

  
\_\_\_\_\_  
PRESIDENT MEMBER

  
\_\_\_\_\_  
MEMBER MEMBER

\_\_\_\_\_  
MEMBER