

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**

Wednesday, September 26, 2018 at 6:00 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 6:01 p.m.

B. Roll Call

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

Absent: **Norma Valenzuela**

C. Pledge of Allegiance

Michael Clowser led the Pledge of Allegiance

2. REVIEW AND ACCEPT THE AGENDA FOR SEPTEMBER 26, 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**

- **Color Guard assembly with the VFW at 9:45am on September 28th.**
- **PTO and Student Council will be holding a water balloon toss event at 11am on September 28th.**

Ehrenberg Elementary School

- **Party day will be held on September 28th.**

District

- **Mrs. Burton informed the board that she has had to fill in as a Substitute in the classrooms.**
- **Eye-glass clinic will be held on November 5th-9th.**
- **Carwash for Carter/Hunter family on September 28th from 1pm-5pm to help with expenses.**

Enrollment

124 students are enrolled in Ehrenberg.
64 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 was unable to attend the meeting. Mrs. Burton asked the board if they have any questions regarding the monthly financial reports given in the board packet to please send her an email.

C. Board Reports

Board members Monica Timberlake, Nicole Collier and Superintendent Raquel Burton attended the Law Conference in Phoenix.

4. APPROVAL OF CONSENT CALENDAR

- A. 1. Approve minutes of the regular meeting on August 9, 2018.
- B. Approve Expense and Payroll Vouchers
Expense Vouchers will be available during meeting for public review.
 - E – 1002- \$8, 688.56 P – 2- \$14,925.18
 - P – 3- \$42,456.46
- C. Approve the extra duties for 2018-2019 FY.
- D. Approve Sole Source vendors for 218-2019 FY.
- E. Approve WACOG Head Start Program with the Quartzsite Elementary School District for children and staff's meals at the Ehrenberg Center for the period from August 20, 2018 – May 24, 2019.
- F. Approve the Intergovernmental Agreement between La Paz County Educational Service Agency and the Quartzsite School District #4.
- G. Personnel Action
 1. Jan Grimm – Approve as an Emergency Substitute for the Quartzsite Elementary School District #4.
 2. Marisol Gonzalez – Approve as an Emergency Substitute for the Quartzsite Elementary School District #4.
 3. Philip Cushman – Approve as a Substitute for the Quartzsite School District #4.
 4. Vaughn Lueker – Approve as a Bus Driver for Quartzsite Elementary School.

There was a motion to approve the Consent Calendar with the exception of pulling Jack Barber from the extra duty stipends.

Motion: Michael Clowser
Second: Monica Timberlake
Vote: Unanimous

5. ITEMS REMOVED FROM CONSENT CALENDAR
Nicole Collier asked to have Jack Barber pulled from item 4.C.

There was a motion to approve Jack Barber for the extra duty stipend for yearbook.

Motion: Michael Clowser
Second: Monica Timberlake
Vote: Unanimous

Nicole Collier recuses herself from the vote.

6. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION)

A. Discussion on possible projects through School Facility Board Grants.
Monica Timberlake, Mrs. Burton and April Whitney had a meeting with School Facility Board in Phoenix. Monica Timberlake informed the other board members and community what was discussed. School Facility Board gave options on how to replace the portable buildings at Quartzsite Elementary School. Pictures of the options were handed around for viewing. There was no discussion.

B. Discussion and possible action on the bus routes.
Superintendent Mrs. Burton informed the board that it has been difficult getting the bus routes finalized. She asked for board support when the routes are finalized.

7. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)

A. Presentation by Ana Camacho regarding incorrect property assessment.
Ana Camacho was not able to attend the meeting. Board President Monica Timberlake informed the community the mistake was made by the assessor's office and will not affect our District.

B. Discussion and possible action on grammatical corrections on Superintendent Contract.
Mrs. Burton consulted with the District Attorney on the grammatical errors on her contract.

There was a motion to approve the grammatical corrections on the Superintendents contract.

Motion: Nicole Collier
Second: Michael Clowser
Vote: Unanimous

C. Discussion and possible action on the Districts Emergency Policy.
Mrs. Burton is currently still working on the Districts emergency plan. She is going to keep the alternate route to Town Hall in Quartzsite incase the students cannot be dropped off at the Quartzsite campus. Staff members would stay with students until parents arrive to pick up their child. Bus evacuations have been implemented at both school campuses.

- D. Discussion and possible action on allowing Quartzsite Police Department and other agencies access to Quartzsite Elementary School campus.
Quartzsite Police Department asked to do tactical training on the QES campus so they can get familiar with the campus. The board would like to allow QPD, Fire Dept and La Paz Sherriff access to both campuses to allow them to train with their staff.
- There was a motion to approve Quartzsite Police Department and other agencies access to Quartzsite Elementary School District #4.**
Motion: Michael Clowser
Second: Nicole Collier
Vote: Unanimous
- E. Discussion and possible action regarding use of District resources to protect District intellectual property during an election and a recent Attorney General Opinion regarding the same.
The School District cannot use resources to influence an election. Have it written into our Districts Policy about any other agencies using our District logo.
- F. Discussion and possible action on board and staff members attending the La Paz County Meeting on October 24, 2018.
The board asked the District to register and to pay the registration fee for all four members.
- G. Discussion and action on policy advisories.....**FINAL READING.**
Policy Advisory No. 616 **NEW**.....Policy DICA – Budget Format
Policy Advisory No. 617.....Policy DIE – Audits/Financial Monitoring
Policy Advisory No. 618.....Policy DJ – Purchasing
Policy Advisory No. 619.....Policy DJE – Bidding/Purchasing Procedures
Policy Advisory No. 620.....Policy FEA – Educational Specifications for Construction
Policy Advisory No. 621.....Policy GBEAA – Staff Conflict of Interest
Exhibit – GBEAA-E
Policy Advisory No. 622.....Regulation IHBA-RB – Special Instructional Programs and Accommodations for disabled Students
Policy Advisory No. 623.....Policy JFABB – Admission of Exchange and Foreign Students
Policy Advisory No. 624.....Policy JL – Student Wellness
Regulations JL – RA and JL - RB
- There was a motion to approve policies 616 through 624.**
Motion: Nicole Collier
Second: Michael Clowser
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 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 7:32 pm.

Roll call

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

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

Superintendent Goals for 2018-2019 is being tabled until the regular meeting in October.

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**

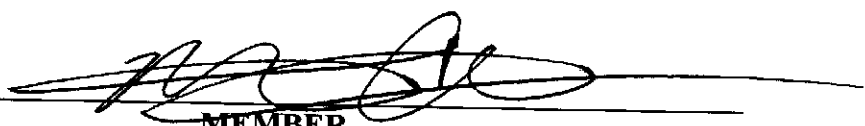
1. **Superintendent Goals**
2. **Landscaping**

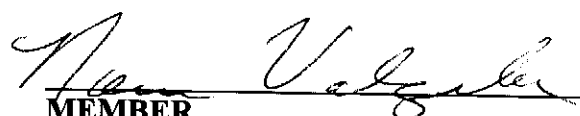
12. **ADJOURNMENT**

There was a motion to adjourn the meeting at 7:34 p.m.

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


PRESIDENT


MEMBER


MEMBER

MEMBER

MEMBER