NOTICE: MINUTES ARE NOT OFFICIAL UNTIL ADOPTED BY THE GOVERNING BOARD

QUARTZSITE ELEMENTARY SCHOOL DISTRICT NO. 4

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MINUTES OF REGULAR MEETING
QUARTZSITE SCHOOL DISTRICT GOVERNING BOARD
Thursday, July 13, 2017 at 6:00 PM
Ehrenberg Elementary School
49241 Ehrenberg Parker Rd.
Ehrenberg, AZ 85334

1. PUBLIC HEARING ON THE ADOPTED FY2018 BUDGET FOR QUARTZSITE ELEMENTARY SCHOOL DISTRICT #4.

Business Manager April Whitney gave information to the public regarding our adopted FY2018 budget. There was no discussion from the public.

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**
Norma Valenzuela
Sally Kelley-via phone
Michael Clowser

Absent: **Mark Orgeron**

C. Pledge of Allegiance

Monica led the Pledge of Allegiance

2. REVIEW AND ACCEPT THE AGENDA FOR MAY 11, 2017

A. Approve agenda as written

Board member Michael Clowser asked to pull items 4.C. and 4.I. from the Consent Calendar and discuss.

There was a motion to approve the agenda as amended.

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

3. STAFF REPORTS

A. Administration Update – Raquel Burton

1. Current Events

Superintendent Mrs. Burton informed the board of the school events.

District Level

- **Making preparations for next year.**
- **Working on submission of paperwork for grants, Title I, MOWR**
- **Bret and Bill have been working hard at both school making repairs and preparing classrooms.**
- **Currently working on a PD calendar**
- **Matt is working on our new website**
- **Thanked the District Business Manager April for all her hard work she has done on preparing our budget.**

Enrollment

QES-64 students and EES- 105 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 that there has not been any bus or building repair. Electricity costs are up in Ehrenberg but down in Quartzsite. She gave an update on the repair of the gym flooring and hoping to have more of an update at the next board meeting.

C. Board Reports

Monica Timberlake informed the board that September 20th is the La Paz ASBA County meeting.

4. APPROVAL OF CONSENT CALENDAR

A. 1. Approve minutes of the regular board meeting on June 20, 2017.

B. Approve Expense and Payroll Vouchers

Expense Vouchers will be available during meeting for public review.

- E – 1021- $23,663.38 P – 24- $180,471.81
- E – 1022 -$23,427.64 P – 25- $14,148.05

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

D. Intergovernmental Agreement between Crane Elementary School Partner District and Quartzsite Elementary School District.

E. Personnel Action

1. Resignation of classified employee Annie Walters.
2. Hire of Orlando Sanchez – Special Ed. Aide at Quartzsite Elementary School.

F. Removal of Rebecca Mendoza as a check signer for Ehrenberg Student Activities on the bank account at Horizon Community Bank.

G. Removal of Vanessa Hernandez as a check signer for Quartzsite Student Activities on the bank account at Horizon Community Bank.

H. Approve authorized check signers for Horizon Community Bank accounts for the 2017/2018 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, EES School Secretary.
3. Quartzsite Student Activity: Raquel Burton, Superintendent and Stephanie Wasserburgar, QES School Secretary.

I. Approve FY 17-18 Substitute List

1. Judith Barnhart
2. Gerald Burns
3. Heather Caton
4. Philip Cushman
5. Stacy Green
6. Jeremiah Holcombe
7. Joanne Leary
8. Gale McKinney
9. Sandra Roesti
10. Karen Sain
11. Nancy Webb

There was a motion approve the Consent Calendar as amended.
Motion: Michael Clowser
Second: Norma Valenzuela
Vote: Unanimous

5. ITEMS REMOVED FROM CONSENT CALENDAR

Board member Michael Clowser pulled item 4.C. He wants to know if the District can look into different food options since most of the parent surveys were complaining about the food being served for lunch.

There was a motion to approve item 4.C.
Motion: Michael Clowser
Second: Sally Kelley
Vote: Unanimous

Board member Michael Clowser pulled item 4.I. He would like to remove I.11. from the substitute list.

There was a motion to approve item 4.I. with the removal of I.11.
Motion: Michael Clowser
Second: Sally Kelley
Vote: Unanimous

6. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION)

7. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)

A. Approve Adopted FY2018 Budget for Quartzsite Elementary School District.
There was a discussion on enrollment.
There was a motion to approve the adopted FY2018 budget for Quartzsite School District #4.
Motion: Michael Clowser
Second: Monica Timberlake
Vote: Unanimous

B. Discussion and possible action on the ASBA Law Conference on September 6th-9th.
Board member Monica Timberlake would like to attend but our budget might not be strong enough to send someone.
There was a motion item until next month regular board meeting
Motion: Michael Clowser
Second: Norma Valenzuela
Vote: Unanimous

C. Discussion and possible action on parent/student and staff handbooks.

Superintendent Raquel Burton informed the board she would like to change school hours and it would help to eliminate two bus runs.

There was a motion to approve the parent/student and staff handbooks.
Motion: **Michael Clowser**
Second: **Norma Valenzuela**
Vote: **Unanimous**

D. Discussion and possible action on policy BDG regarding the District attorney.
Board Member Monica Timberlake wants to see the policy left alone and doesn't want to set our board up to open Meeting Law violation which an $500.00 fine.

There was a motion to leave the policy alone.
Motion: **Monica Timberlake**
Second: **Michael Clowser**
Vote: **Unanimous**

E. Discussion on policy advisories.....**FIRST READING.**
Policy Advisory No. 584.....EEAG – Student Transportation in Private Vehicles
EEAG-R – Student Transportation in Private Vehicles
Policy Advisory No. 585.....EEB–Business and Personnel Transportation Services
Policy Advisory No. 586.....EFDA–Collection of Money/Food Tickets
Policy Advisory No. 587.....JL– Student Wellness
There was no discussion.

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.
There was no comments.

9. AGENDA ITEMS FOR FUTURE CONSIDERATION
1. **Set superintendent goals.**
2. **Discussion on quality of food served in cafeteria.**
3. **Incentive program for students.**
4. **Review and possible action on the political agenda.**

10. ADJOURNMENT
There was a motion to adjourn the meeting at 6:39 p.m.
Motion: **Sally Kelley**
Second: **Michael Clowser**
Vote: **Unanimous**

PRESIDENT

MEMBER

MEMBER

MEMBER

MEMBER