

QUARTZSITE ELEMENTARY SCHOOL DISTRICT NO. 4

P.O. BOX 130, EHRENBURG, ARIZONA 85334
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MINUTES OF REGULAR MEETING QUARTZSITE SCHOOL DISTRICT GOVERNING BOARD

Thursday, July 10, 2025 at 6:00 PM

Ehrenberg Elementary School
49241 Ehrenberg Road
Ehrenberg, AZ 85334

1. PUBLIC HEARING ON THE ADOPTED FY2026 BUDGET FOR QUARTZSITE ELEMENTARY SCHOOL DISTRICT #4.

Board President Kianie King opened up the hearing to the public at 6pm. There were no comments, questions or concerns from the public. The public hearing was closed at 6pm.

1. ROUTINE OPENING OF MEETING

- A. Call to Order

Kianie King called the meeting to order at 6:00 p.m.

- B. Roll Call

Present: **Monica Timberlake**
Kianie King
William Ponce

Absent:

- C. Pledge of Allegiance:

Kianie King led the Pledge of Allegiance

2. REVIEW AND ACCEPT THE AGENDA FOR JULY 10, 2025.

- A. Approve agenda as written

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

Motion: Monica Timberlake

Second: William Ponce

Vote: Unanimous

3. CALL TO THE PUBLIC

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 were no public statements.

4. STAFF REPORTS

A. Administration Update – Sadie Grimes

1. Current Events

Superintendent Sadie Grimes informed the board of the Districts current events.

- **Enrollment is at 136**
- **ETC was on campus working on tech needs.**
- **The Chevrolet white fleet bus has been repaired and picked up.**
- **The work has been completed to the white Chevrolet bus and will be picked up next week.**
- **Carpet has been ordered for room 5 and 6.**
- **The air conditioner has been fixed in the library.**
- **The food application has been approved.**
- **A meeting was held with the director of WACOG. She was not aware of what the school was paying for. Sadie is working with the attorney on an agreement.**

B. Financial Update

1. Monthly Financial Report

- **Bus & Maintenance Report**
- **Electric KWH usage Report**
- **Budget/Expenditure Analysis Report**
- **Student Activities Report**

Business Manager, Kelly Simpson updated the board on the monthly financials.

- **There was low mileage and low fuels cost in the month of June.**
- **Electricity is continuing to rise which is expected. QES cost is \$1, 901.30 and EES costs are \$5, 751.57.**
- **M&O Fund is at \$40,740. The District has not yet closed out all PO's in FY25. The Capital Fund has 80%.**

C. Board Reports

Monica Timberlake will be attending a conference in Scottsdale. It will be no cost to the District.

5. APPROVAL OF CONSENT AGENDA

- A.
 1. Approve minutes of the regular meeting on June 18, 2025.
 2. Approve minutes of the special meeting on June 30, 2025.
- B. Approve Expense and Payroll Vouchers
Expense Vouchers will be available during meeting for public review.
 - P – 31 - \$27,610.72 E – 1017 - \$28,463.19
 - P – 32 - \$22,912.61 E – 1018 - \$27,750.64
 - E – 1019 - \$11,983.04
- C. Personnel
 1. Approval of the resignation of Governing Board Member Sandra Ramsey.
 2. Approval of the resignation of Governing Board Member Brenda Burks.
 3. Approval of the resignation of Mhelo Galeos as a Certified Teacher for the Quartzsite School District #4.
 4. Approval of Laura Moore as a Certified Teacher for the Quartzsite School District #4.
 5. Approval of Emily Leitner-Burmood as an Emergency Substitute for the Quartzsite School District #4 pending Certification.
 6. Approval of Cynthia Baldwin as an Emergency Substitute for the Quartzsite School District #4.
 7. Approval of Richard Johnson as an Emergency Substitute for the Quartzsite School District #4.
 8. Approval of Ronald Moxon as a Certified Substitute for the Quartzsite School District #4.
 9. Approval of Billie Panziera as a Paraprofessional for the Quartzsite School District #4.
 10. Approval of Billie Panziera as an Emergency Substitute for the Quartzsite School District #4 pending Certification.
 11. Approval of Melissa Young as a Paraprofessional for the Quartzsite School District #4.
 12. Approval of Merray Anciso as a Paraprofessional for the Quartzsite School District #4.
 13. Approval of Samone Peery as a Paraprofessional for the Quartzsite School District #4.
 14. Approval of Monique Lozano as an Emergency Substitute for the Quartzsite School District #4 pending Certification.
- D. Approval of the authorized check signers for Arizona Credit Union Accounts 2025/2026 School Year.
 1. Revolving Fund: Sadie Grimes, Superintendent and Holly Brown, District office Assistant/Board Secretary.
 2. Ehrenberg Student Activity: Sadie Grimes, Superintendent and Isabel Barrios, EES Administrative Assistant.
 3. Quartzsite Student Activity: Sadie Grimes, Superintendent and Isabel Barrios, Administrative Assistant.
- E. Approval of Renaissance for the 25-26 school year.
- F. Approval of the MOA between Quartzsite School District #4 and WACOG Head Start.
- G. Approval of the MOU between Quartzsite School District #4 and WACOG Head Start.

There was a motion to approve the consent agenda

Motion: Monica Timberlake

Second: Kianie King

Motion: **Unanimous**

6. ITEMS REMOVED FROM CONSENT AGENDA

No items were removed.

7. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION)
 - A. Discussion and possible projects through School Facility Board Grants.
Holly informed the board that the District is very close at closing out the project for the Quartzsite campus.
 - B. Discussion and possible action on the Quartzsite Elementary campus.
There was two days held at the campus for open enrollment.
8. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)
 - A. Approval of the FY2026 Adopted Budget for Quartzsite School District #4.
Business Manager, Kelly Simpson discussed the adopted budget with the board. Nothing has changed that was discussed for the proposed budget. The board will be adopting an M&O budget of \$1, 625,454 and Capital budget of \$234,892.
There was a motion to approve the FY2026 adopted budget for Quartzsite School District #4.
Motion: Monica Timberlake
Second: Kianie King
Vote: Unanimous
 - B. Discussion and possible action regarding the Staff Handbook for the 2025-2026 school year.
Sadie went through the handbook and updated all information.
There was a motion to approve the 2025-2026 Staff Handbooks.
Motion: Kianie King
Second: Monica Timberlake
Vote: Unanimous
 - C. Discussion and possible action regarding the Parent/Student Handbook for the 2025-2026 school year.
This handbook is coming back to the board for approval with the revision of the new electronics policy that was passed by Governor Hobbs.
Motion: Monica Timberlake
Second: Kianie King
Vote: Unanimous
 - D. Discussion and possible action on designating Sadie Grimes as the evaluator for the teacher performance evaluation system.
There was a motion to designate Sadie Grimes as the evaluator for the teacher performance evaluation system.
Motion: Monica Timberlake
Second: William Ponce
Vote: Unanimous
 - E. Discussion and possible action on the Districts homework policy.
Superintendent Grimes informed the board that there is not a homework policy. She would like to bring the Leadership team into this conversation.
Monica Timberlake thinks homework is too overwhelming.
Superintendent Grimes will meet with the Leadership team and come up with a plan.

	Preparation, and Schedules
	DELETED Regulation DBC-R – Budget Planning, Preparation, and Schedules
Policy Advisory No. 879.....	Policy DBF – Budget Hearings and Reviews/ Adoption process
Policy Advisory No. 880.....	DELETED Policy DBI – Budget Implementation
Policy Advisory No. 881.....	Policy DBJ – Budget Transfers
Policy Advisory No. 882.....	Policy DD – Funding Proposals, Grants, And Special Projects
	Exhibit DD-E – Funding Proposals, Grants, And Special Projects
Policy Advisory No. 883.....	DELETED Policy DDA – Funding Sources Outside The School System
Policy Advisory No. 884.....	DELETED Policy DEC – Funding from Federal Tax Sources
Policy Advisory No. 885.....	Policy DFA – Revenues from Investments
Policy Advisory No. 886.....	DELETED Policy DFB – Revenues from School – Owned Real Estate
Policy Advisory No. 887.....	DELETED Policy DFD – Gate Receipts and Admissions
Policy Advisory No. 888.....	DELETED Policy DFF – Income from School Sales and Services
Policy Advisory No. 889.....	Policy DG – Banking Services
Policy Advisory No. 891.....	Policy DGD – Credit Cards
Policy Advisory No. 892.....	Policy DI – Fiscal Accounting and Reporting
Policy Advisory No. 893.....	DELETED Policy DIA – Accounting System
Policy Advisory No. 894.....	Policy DIB – Types of Funds/Revolving Funds
Policy Advisory No. 895.....	Policy DIC – Financial Reports and Statements
Policy Advisory No. 896.....	DELETED Policy DICA – Budget Format
Policy Advisory No. 897.....	Policy DID – Inventories Regulation DID-R – Inventories
Policy Advisory No. 898.....	Policy DIE – Audits/Financial Monitoring Regulation DIE-R – Audits/Financial Monitoring
Policy Advisory No. 899.....	Policy DJ – Purchasing
Policy Advisory No. 900.....	Policy DJE – Bidding/Purchasing Procedures Regulation DJE-R – Bidding/Purchasing Procedures
Policy Advisory No. 901.....	Policy DJG – Vendor/Contractor Relations Regulation DJE-R – Vendor/Contractor Relations
Policy Advisory No. 902.....	DELETED Policy DJGA – Sales Calls and Demonstrations
	DELETED Regulation DJGA-R – Sales Calls and Demonstrations
Policy Advisory No. 903.....	Policy DK – Payment Procedures Exhibit DK-EA – Payment procedures NEW Exhibit DK-EB – Payment and payroll procedures
Policy Advisory No. 904.....	DELETED Policy DKA – Payroll Procedures/ Schedules

DELETED Exhibit DKA-E – Payroll Procedures/
Schedules

Policy Advisory No. 905.....Policy DN – School Properties Disposition

Policy Advisory No. 906.....Policy IJNDB – Use of Technology Resources
In Instruction

Regulation IJNDB-R – Use of Technology
Resources in Instruction

Policy Advisory No. 907.....Policy JLF – Reporting Child Abuse/Child
Protection

Policy Advisory No. 908.....Policy JR – Students Records
Regulation JR-R – Students Records

There was a motion to approve policies 866-908.

Motion: Monica Timberlake

Second: Kianie King

Vote: Unanimous

9. AGENDA ITEMS FOR FUTURE CONSIDERATION
None

10. ADJOURNMENT
There was a motion to adjourn the meeting at 6:25 p.m.
Motion: Monica Timberlake
Second: Kianie King
Vote: Unanimous

PRESIDENT

MEMBER

MEMBER

MEMBER

MEMBER