

# 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, October 9, 2025 at 6:00 PM

Ehrenberg Elementary School  
49241 Ehrenberg Poston Road  
Ehrenberg, AZ 85334

### 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  
Roxanne Villarreal  
Amanda McDaniel**

Absent: **William Ponce  
Kianie King**

#### C. Pledge of Allegiance:

**Amanda McDaniel led the Pledge of Allegiance**

### 2. REVIEW AND ACCEPT THE AGENDA FOR OCTOBER 9, 2025.

#### A. Approve agenda as written

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

**Motion: Roxanne Villarreal**

**Second: Amanda McDaniel**

**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 – **Ms. Sadie Grimes asked for Board Member Monica Timberlake to read her Superintendents Update in her absence.**

1. Current Events

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

- **Enrollment is at 131**
- **Volleyball season has come to a end and he girls did great.**
- **Signups for basketball will begin after Fall Break.**
- **Sadie and Kelly have been working on the ESSEA and IDEA Grants.**
- **The Fall Festival is scheduled on October 30<sup>th</sup> from 5pm-7pm.**
- **Complete Vision Care is returning for students on October 20<sup>th</sup>.**
- **Parent/Teacher Conferences are scheduled on October 24<sup>th</sup>.**
- **Red Ribbon Week is held on October 27<sup>th</sup>-30<sup>th</sup>.**

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.**

- **Fuels expenses totaled \$826.36**
- **No bus or vehicle maintenance for the month of September.**
- **Ehrenberg Elementary School electricity costs were \$6,873.92**
- **Quartzsite Elementary School electricity costs were \$359.05**
- **M&O remaining budget \$162,635.00**
- **Capital Budget remaining is \$206,620.00**
- **Student Activities accounts have been reconciled and all records match with the school secretary. Student Council holds \$2215.67. Eighth grade holds \$1885.55 and Yearbook holds \$1384.94.**

C. Board Reports

**Monica Timberlake informed the board that Parker is going out for an override at election. She would like our District to look into doing one of our own. She also toured a facility in Globe and was introduced to the HIVE Program. She is thinking of ways that the Quartzsite campus can be utilized.**

5. APPROVAL OF CONSENT AGENDA

- A. 1. Approve minutes of the special meeting on September 11, 2025.  
2. Approve minutes of the regular meeting on September 17, 2025.
- B. Approve Expense and Payroll Vouchers  
Expense Vouchers will be available during meeting for public review.
  - E – 1004 - \$36,201.23                      P – 5 - \$45,695.81
  - E – 1005 - \$36,928.25                      P – 6 - \$45,004.46
- C. Personnel
  - 1. Approval of Merray Anciso as an Emergency Substitute for the Quartzsite School District #4.
  - 2. Approval of Cynthia Baldwin as a Paraprofessional for the Quartzsite School District #4.
- D. Approval of Emilia Noriega as a volunteer for the Quartzsite School District #4.
- E. Approval of Robert Grimes as a volunteer for the Quartzsite School District #4.
- F. Approval of Erik King as a volunteer for the Quartzsite School District #4.
- G. Approval of Monique Varela as a volunteer for the Quartzsite School District #4.
- H. Approval of Robert Grimes as a white fleet bus driver for the Quartzsite School District #4.
- I. Approval of Erik King as a white fleet bus driver for the Quartzsite School District #4.
- J. Approval of the 2025/2026 Cooperatives.

**Monica Timberlake pulled items 7.D, E, F, H, I**

**There was a motion to approve consent agendas amended.**

**Motion: Roxanne Villarreal**

**Second: Amanda McDaniel**

**Vote: Unanimous**

6. ITEMS REMOVED FROM CONSENT AGENDA

**Monica Timberlake pulled items to read out loud to the board and public Conflict of Interest letters from MS. Sadie Grimes and Kianie King in regard to Robert Grimes and Erik King becoming volunteers. She also wanted to thank the other volunteers for their service to the district.**

**There was a motion to approve items 7.D, E, F, H, I.**

**Motion: Amanda McDaniel**

**Second: Roxanne Villarreal**

**Vote: Unanimous**

7. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION)

- A. Discussion and possible projects through School Facility Board Grants.  
**No Update**
- B. Discussion and possible action on the Quartzsite Elementary campus.  
**No Update**

8. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)

- A. Discussion and possible action on the 2025 Annual Financial Report for the Quartzsite School District #4.  
**Business Manager, Kelly Simpson presented the 2025 Annual Financial Report to the Governing Board. She explained that this report is compiling all the data compared to the budget.**

**There was a motion to approve the 2025 Annual Financial Report for the Quartzsite School District #4.**

**Motion: Amanda McDaniel**

**Second: Roxanne Villarreal**

**Motion: Unanimous**

- B. Discussion and possible action on the ASBA Bylaw Change Proposal.  
**The board discussed the changes that they did not agree with and questioned on if the board should vote no or not participate in the vote at all.**  
**There was a motion to vote no on the Bylaws.**  
**Motion:** Amanda McDaniel  
**Second:** Roxanne Villarreal  
**Vote:** Unanimous
- C. Discussion and action on policy advisories.....**FINAL READING.**  
Policy Advisory No. 915.....Policy GDFA – Support Staff Qualifications and Requirements.  
Policy Advisory No. 916.....Policy IKF – Graduation Requirements  
(Additional language for Accommodation Schools Only)  
**There was no discussion.**  
**There was a motion to approve policies 915-916.**  
**Motion:** Roxanne Villarreal  
**Second:** Amanda McDaniel  
**Vote:** Unanimous
- D. Discussion on policy advisories.....**FIRST READING.**  
Policy Advisory No. 917.....Policy EA – Support Services Goals/Priority Objectives  
Policy Advisory No. 918.....Regulation EB-R – Environmental and safety Program  
Policy Advisory No. 919.....**DELETED** Policy EBAA – Reporting Hazards/Warning Systems  
**DELETED** Regulation EBAA-R – Reporting Hazards/Warning Systems  
Policy Advisory No. 920.....**NEW** Policy EBAB – Hazardous Material  
**NEW** Regulation EBAB-R - Hazardous Materials  
Policy Advisory No. 921.....Policy EBBB – Accident Reports  
Regulation EBBB-R – Accident Reports  
Policy Advisory No. 922.....Policy EBC – Emergencies  
**NEW** Regulation EB-R – Emergencies: Response Plans and School Closings  
Policy Advisory No.923.....**DELETED** Policy EBCD – Weather – Related and Emergency Closings  
**DELETED** Regulation EBCD-R – Weather – Related and Emergency Closings  
Policy Advisory No. 924.....Policy ECA – Security  
Regulation ECA-R – Security  
Policy Advisory No. 925.....Policy ECAC – Vandalism  
Regulation ECAC-R – Vandalism  
Policy Advisory No. 926.....Policy ECB – Building and Grounds Maintenance  
Policy Advisory No. 927.....**DELETED** Policy ED – Materials and Equipment Management  
Policy Advisory No. 928.....Policy EDB – Maintenance and Control of Materials and Equipment  
Regulation EDB-R - Maintenance and Control of Materials and Equipment  
Policy Advisory No. 929 **DELETED** Policy EDBA - Maintenance and Control of Instructional Materials  
Policy Advisory No. 930..... Policy EDC – Authorized Use of School – Owned Materials And Equipment  
Policy Advisory No. 931.....Policy EE – Transportation Services  
Policy Advisory No. 932.....**NEW** Policy EEA – Student Transportation

	<b>NEW</b> Regulation EEA- R – Student Transportation
Policy Advisory No. 933.....	<b>DELETED</b> Policy EEAA – Walkers and Riders
Policy Advisory No. 934.....	Policy EEAE- Bus Safety Program
	Regulation EEAE-R Bus Safety Program
	Exhibit EEAE-EA – Bus Safety Program
	Exhibit EEAE-EB – Bus Safety Program
Policy Advisory No. 935.....	Policy EEAEA – Bus Driver Requirements, Training and Responsibilities
	<b>NEW</b> Regulation EEAEA-R – Bus Driver Requirements Training and Responsibilities
Policy Advisory No. 936.....	<b>DELETED</b> Policy EEAEAA – Drug and Alcohol Testing of Transportation Employees
	<b>DELETED</b> Regulation EEAEAA-R – Drug and Alcohol Testing of Transportation Employees
	<b>DELETED</b> Exhibit EEAEAA-E – Drug and Alcohol Testing Of Transportation Employees
Policy Advisory No. 937.....	Policy EEAEAB – Bus Purchasing and Maintenance
Policy Advisory No. 938.....	<b>DELETED</b> Policy EEAEAC – Students Conduct on School Buses
Policy Advisory No. 939.....	<b>DELETED</b> Policy EEAF – Special Use of Buses
Policy Advisory No. 940.....	<b>DELETED</b> Policy EEAG – Student Transportation in Private Vehicles
	<b>DELETED</b> Regulation EEAG- R – Student Transportation in Private Vehicles
Policy Advisory No. 941.....	Policy EEB – Business and Personnel Transportation Services
Policy Advisory No. 942.....	<b>DELETED</b> Policy EEBD – Business Transportation Records And Reports
Policy Advisory No. 943.....	Policy EF – Food Services
	Regulation EF-RA – Food Services
	<b>NEW</b> Regulation EF-RB – Food Services
Policy Advisory No. 944.....	<b>DELETED</b> Policy EFC – Free and Reduced – Price Food Services
	<b>DELETED</b> Regulation EFC-R – Free and reduced – Price Food Services
Policy Advisory No. 945.....	<b>NEW</b> Policy EFD – Pricing of and Payment for food Services
Policy Advisory No. 946.....	<b>DELETED</b> Policy EFDA – Collection of Money/Food Tickets
Policy Advisory No. 947.....	<b>DELETE</b> Policy EFE – Competitive Food Sales/Vending Machines
Policy Advisory No. 948.....	<b>DELETE</b> Policy EG – Office Services
Policy Advisory No. 949.....	Policy EGAD – Copyright Compliance
Policy Advisory No. 950.....	Policy EGAE – Mail and Delivery Services
Policy Advisory No. 951.....	Policy EGAEA – Electronic Mail
	<b>NEW</b> Regulations EGAEA-R Electronic Mail
Policy Advisory No. 952.....	Policy EGD – Use of Technology in Office Services
Policy Advisory No. 953.....	Policy EHB – Data/Records Retention
	Regulation EHB-R – Data/Records Retention
Policy Advisory No. 954.....	Policy FA – Facilities Development Goals/Priority Objectives
Policy Advisory No. 955.....	Policy FCB – Retirement of Facilities
Policy Advisory No. 956.....	Policy FEA – Educational Specifications For Construction
Policy Advisory No. 957.....	Policy FF – Naming Facilities
Policy Advisory No. 958.....	Policy GBEB – Staff Conduct
<b>There was no discussion.</b>	

9. AGENDA ITEMS FOR FUTURE CONSIDERATION

**None was requested**

10. ADJOURNMENT

**There was a motion to adjourn the meeting at 6:44 p.m.**

**Motion: Amanda McDaniel**

**Second: Roxanne Villarreal**

**Vote: Unanimous**

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**PRESIDENT**

**MEMBER**

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**MEMBER**

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**MEMBER**