

# 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

Wednesday, June 18, 2025 at 6:00 PM

Ehrenberg Elementary School  
49241 Ehrenberg Road  
Ehrenberg, AZ 85334

### 1. ROUTINE OPENING OF MEETING

#### A. Call to Order

**Kianie King called the meeting to order at 6:02 p.m.**

#### B. Roll Call

Present: **Monica Timberlake**  
**Kianie King**  
**Brenda Burks**

Absent: **Sandra Ramsey**  
**William Ponce**

#### C. Pledge of Allegiance:

**Brenda Burks led the Pledge of Allegiance**

### 2. REVIEW AND ACCEPT THE AGENDA FOR JUNE 18, 2025.

#### A. Approve agenda as written

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

**Motion: Monica Timberlake**

**Second: Brenda Burks**

**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**
- **The District is actively looking to hire 3 teachers**
- **The Playground structure work has been completed.**
- **The work has been completed to the white Chevrolet bus and will be picked up next week.**
- **Maintenance is working at getting the classrooms ready.**
- **Mrs. Grimes would like to look at replacing carpet in a few classrooms as its being held together by duct tape.**
- **Federal grants have been submitted for FY26.**
- **APS will be coming to look into the high voltage issue we are having on campus.**
- **There will be two registration days on each campus for parents. In Quartzsite it will be held on July 1<sup>st</sup> and 8<sup>th</sup> from 9am-12pm. It will be held on the Ehrenberg campus on July 2<sup>nd</sup> and 9<sup>th</sup> from 9am – 12pm.**

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 May.**
- **Bus maintenance to A2 for an oil change for a total of \$71.21.**
- **Facility cost to Glenn Johnson for AC repair in the library for \$335.96**
- **Electricity usage is going up due to the warmer weather.**
- **M&O Fund is at \$30,254 with 1.54%. The Capital Fund is at \$148,341 with 81.72%.**
- **The Student Activities Report is accurate in each fund.**

C. Board Reports

**Monica Timberlake received a phone call to sit on a panel for Save our Schools. She attended the training.**

5. APPROVAL OF CONSENT AGENDA

- A. 1. Approve minutes of the regular meeting on May 14, 2025.
  - B. Approve Expense and Payroll Vouchers  
Expense Vouchers will be available during meeting for public review.
    - P – 23 - \$48,104.21                      E – 1015 - \$167,004.43
    - P – 24 - \$48,534.49                      E – 1016 - \$287,100.28
  - C. Personnel Action
    - 1. Approval of removing Monique Lozano as a check signer on the Arizona Financial Credit Union accounts.
    - 2. Approval of Isabel Barrios as a check signer on the Arizona Financial Credit Union accounts.
    - 3. Approval of removing Monique Lozano as the Student Activities Treasurer.
    - 4. Approval of Isabel Barrios as the Student Activities Treasurer.
    - 5. Approval of the resignation of Certified Employee Divina Poyaoan.
    - 6. Approval of the resignation of Certified Employee Analou Sobremisana.
  - D. Approval of the 2025-2026 Student Accident insurance Renewal.
  - E. Approval of the Letter of Agency for funding Year 2026-2027 with Nicely Done Consulting.
  - F. Approval of the cooperative purchasing agreement with Strategic Alliance for Volume Expenditures.
  - G. Approval of the agreement with Imagine Learning.
  - H. Approval of the proposal acceptance form through June 30, 2026 with The Trust.
  - I. Approval of the terms and conditions of the participation agreement through June 30, 2026 with the Alliance.
  - J. Approval of the Intergovernmental Agreement between Vail Unified School District and Quartzsite Elementary School District for the Beyond Textbooks Program.
  - K. Approval of the Terms and Conditions agreement between Amplify Education Inc. and Quartzsite Elementary School District #4.
  - L. Approval of the IGA agreement between La Paz County Education Service Agency and Quartzsite Elementary School District #4.
- There was a motion to approve the consent agenda**  
**Motion: Monica Timberlake**  
**Second: Brenda Burks**  
**Motion: Unanimous**

5. ITEMS REMOVED FROM CONSENT AGENDA

**No items were removed.**

6. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION)

- A. Discussion and possible projects through School Facility Board Grants.  
**The new A/C unit was installed onto room 12. That project is now complete. Holly informed the board of the two out of the four BRGS for the Quartzsite campus have been closed out. We are currently waiting for two additional invoices to be approved for payment and we then can move forward in closing all the projects out for the Quartzsite campus.**
- B. Discussion and possible action on the Quartzsite Elementary campus.  
**The internet now works in the board room and office over at the campus. They are currently working on getting internet connected in all the classrooms.**

7. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)

- A. Discussion and possible action on scheduling a special meeting to approve the Proposed FY2026 Budget.  
**The meeting is scheduled for June 30<sup>th</sup> at 10am at the Ehrenberg Elementary School campus.**
- B. Discussion and possible action on the Superintendent attending Arizona Literacy Road Show 2025 in Flagstaff on June 26<sup>th</sup>.  
**Sadie would like to attend the training by ADE. Additional endorsements will be added onto her certificate. She will be attending the conference with one of the Districts certified teachers. The training is free. The only cost to the District will be the hotel room. She is hoping to bring materials back to share with the teachers for a PD. There is a fund established for the Superintendent to pay for professional development in her contract.**  
**There was a motion to approve the Superintendent to attend the Arizona Literacy Road Show 2025 in Flagstaff on June 26<sup>th</sup>.**  
**Motion: Monica Timberlake**  
**Second: Kianie King**  
**Vote: Yay - Monica Timberlake**  
**Yay - Kianie King**  
**Nay – Brenda Burks**
- C. Discussion and possible action on the parent surveys.  
**Sadie was able to put all the responses of the parent surveys in a Google Doc. She had 92 responses. There was no action.**
- D. Discussion and possible action on the staff surveys.  
**Superintendent Grimes read every suggestion made by the staff in the survey and would like to implement a few of them. There was no action.**
- E. Discussion and possible action on the approval of US Banks NASPO ValuePoint Commercial Card Program.  
**Board President Kianie King sent information to the district regarding the US bank NASPO ValuePoint Commercial. US bank has a contract with the state of Arizona. No annual fee or interest charges with a penalty after 45 days of a late payment. It can be used where a Visa card is accepted.**  
**There was a motion to apply for the purchasing card.**  
**Motion: Brenda Burks**  
**Second: Monica Timberlake**  
**Vote: Unanimous**
- F. Discussion and possible action on the approval of the Local Wellness Policy for the Quartzsite School District #4.  
**Superintendent Grimes presented the policy to the board that the District will follow in our food program. It needs to be updated every 3 years and has not been in 7 years. This policy follows the food program guidelines and is ADE approved.**  
**There was a motion to approve the local wellness policy for the Quartzsite School District #4.**  
**Motion: Monica Timberlake**  
**Second: Brenda Burks**  
**Vote: Unanimous**

- G. Discussion and possible action on moving the regular July meeting.  
The regular meeting in July was moved to July 10<sup>th</sup> at 6pm at the Quartzsite Elementary School.
- H. Discussion and possible action on the revision of the District School Calendar.  
The revision to the District School Calendar is to observe July 3<sup>rd</sup> as a holiday in observance to Independence Day.  
There was a motion to approve the Districts School Calendar.  
Motion: Kianie King  
Second: Monica Timberlake  
Vote: Unanimous
- I. Discussion and possible action on the renewal of the revolving line of credit with the Western Alliance Bank.  
The District has this as a safety net for backup funding with this revolving line of credit.  
There was a motion to approve the renewal of the revolving line of credit with the Western Alliance Bank.  
Motion: Monica Timberlake  
Second: Kianie King  
Vote: Unanimous
- J. Discussion on Policy Advisories.....**FIRST READING.**  
Policy Advisory No. 866.....Policy CA – Administration Goals/Priority Objectives  
Policy Advisory No. 867.....Policy CB – Superintendent  
Policy Advisory No. 868.....Policy CBA – Qualifications and Duties of the Superintendent.  
Policy Advisory No. 869.....Policy CBCA – Delegated Authority  
NEW Regulations CBCA-R – Delegated Authority  
Policy Advisory No. 870.....Policy CBI – Evaluation of Superintendent  
Exhibit CBI-EA – Evaluation of Superintendent  
(Districts may choose either CBI-EA or CBI-EB)  
Exhibit CBI-EB – Evaluation of Superintendent  
Policy Advisory No. 871 *DELETE*.....Policy CCB – Line and Staff Relations  
DELETE Regulation CCB-R – Line and Staff Relations  
Policy Advisory No. 872.....Policy CFD – School – Based Management  
Regulation CFD-R – School – Based Management  
DELETE Exhibit CFD-E – School – Based Management  
DELETE Policy CFD – School – Based Management  
(Version for one [1] school District or < than 600 students)  
Policy Advisory No. 873.....Policy CHD – Administration in the Absence of Policy  
Policy Advisory No. 874.....Policy CK – Administrative Consultants  
Policy Advisory No. 875.....Policy CM – School District Annual Report  
Policy Advisory No. 876.....Policy DA – Fiscal Management Goals/Priority Objectives  
Policy Advisory No. 877.....Policy DB – Annual Budget  
NEW Regulation DB-R – Annual Budget  
Schedule, Preparation/Planning, Format, and Posting/Submission  
Policy Advisory No. 878.....**DELETED** Policy DBC – Budget Planning, Preparation, and Schedules



	<b>DELETED</b> Regulation DBC-R – Budget Planning, Preparation, and Schedules
Policy Advisory No. 879.....	Policy DBF – Budget Hearings and Reviews/ Adoption process
Policy Advisory No. 880.....	<b>DELETED</b> 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.....	<b>DELETED</b> Policy DDA – Funding Sources Outside The School System
Policy Advisory No. 884.....	<b>DELETED</b> Policy DEC – Funding from Federal Tax Sources
Policy Advisory No. 885.....	Policy DFA – Revenues from Investments
Policy Advisory No. 886.....	<b>DELETED</b> Policy DFB – Revenues from School – Owned Real Estate
Policy Advisory No. 887.....	<b>DELETED</b> Policy DFD – Gate Receipts and Admissions
Policy Advisory No. 888.....	<b>DELETED</b> 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.....	<b>DELETED</b> 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.....	<b>DELETED</b> 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.....	<b>DELETED</b> Policy DJGA – Sales Calls and Demonstrations <b>DELETED</b> Regulation DJGA-R – Sales Calls and Demonstrations
Policy Advisory No. 903.....	Policy DK – Payment Procedures Exhibit DK-EA – Payment procedures <b>NEW</b> Exhibit DK-EB – Payment and payroll procedures
Policy Advisory No. 904.....	<b>DELETED</b> 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 were no comments or discussion.**

**There was a motion to convene into executive session.**

**Motion: Monica Timberlake**

**Second: Kianie King**

**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 Sadie Grimes Performance Pay Goals. If Sadie Grimes wishes to have this executive session held in open session, it will be held in open session at the point on the agenda.

9. RECONVENE OPEN MEETING

A. Motion to reconvene into open meeting.

**There was a motion reconvene into open meeting at 7:06pm**

**Motion: Monica Timberlake**

**Second: Kianie King**

**Vote: Unanimous**

B. Discussion and possible action on the Superintendents performance pay goals.

**There was a motion to approve the Superintendents performance pay goals.**

**Motion: Monica Timberlake**

**Second: Brenda Burks**

**Vote: Unanimous**

10. AGENDA ITEMS FOR FUTURE CONSIDERATION

**Review the homework policy**

11. ADJOURNMENT

**There was a motion to adjourn the meeting at 7:08 p.m.**

**Motion: Monica Timberlake**

**Second: Brenda Burks**

**Vote: Unanimous**

  
PRESIDENT

MEMBER

  
MEMBER

MEMBER

  
MEMBER