

# QUARTZSITE ELEMENTARY SCHOOL DISTRICT NO. 4

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*MINUTES OF SPECIAL BUDGET BOARD MEETING  
QUARTZSITE SCHOOL DISTRICT GOVERNING BOARD  
Monday, April 25, 2011 at 2:30PM  
Ehrenberg Elementary School*

## 1. OPENING ITEMS

### A. Call to Order

**Susan Cushman called the special board meeting at 2:36 p.m.**

### B. Roll Call

Present: Susan Cushman, Christy Carter, Monica Timberlake, and Justin Rayner.

Absent: Tracey Richardson

Others Present: Jacque Price, Rebecca Mendoza, April Whitney, Adam Wilkum, and Chuck Keane.

### C. Pledge of Allegiance

Susan Cushman led the Pledge of Allegiance

## **RATIFICATION OF THE QUARTZSITE SCHOOL DISTRICT #4 BOARD MEETING OF APRIL 2011.**

Ratification pursuant to A.R.S. 38-431.05 of the Quartzsite School District open meeting of April 5, 2011, and ratification of the actions which occurred during the open meeting. The Board will move to ratify the following decisions:

Susan Cushman read the following ratification of the actions which occurred during the open meeting.

**On the 5th day of April, 2011, the Quartzsite Elementary School District Board held an open meeting which began at 6:00 p.m. The members of the Board received the Notice and Agenda of the Board meeting more than 24 hours prior to the meeting being held. The Notice and Agenda for the Board meeting were not posted until 7:30 a.m. of the morning of April 4, 2011 in Quartzsite and 9:00 a.m. on April 5, 2011 on the Quartzsite Elementary School District website, a period of less than 24 hours prior to the meeting, thereby depriving the general public of adequate notice of the Board meeting. The Arizona Open Meeting Law, A.R.S. 38-431.02 (C) states "meeting shall not be held without at least twenty-four hours' notice to the members of the public body and to the general public." The Board shall act to ratify the actions being held for the purpose of ratification.**

Monica Timberlake motioned to approve the ratification of the actions which occurred during the open meeting. Justin Rayner seconded the motion. The motion passed unanimously.

## 2. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION)

A. Work Study session on Quartzsite School District #4 Budget for 2011-2012. Claudina Douglas and Lori Garvey from ADI Business Solutions gave the Board a power point presentation on the 2010-2011 Maintenance and Operation revised budget, the 2011-2012 budget forecast and Truth in Taxation information. They also talked about the Revenue/Expense Summary for the last three years. Claudina stated that we could use Education Jobs Funds to pay half a teacher

salary to add a teaching position at QES for 2012. Claudina stated that the funds will be carried over for the next fiscal year. Claudina stated that the Budget Revision needs to be approved by the board before May 15, 2011. Claudina informed the board that she would not have the revised budget by the May 3rd board meeting. Jacque Price requested that the May 3, 2011 meeting stay as scheduled and we would schedule a board meeting to approve the revised budget before the May 15th deadline. Claudina stated she was just concerned that the Board would want this information and she couldn't provide them with it for the May 3 meeting.

- B. Discussion and possible action on 2011-2012 classified salary schedule. The board wanted to know if all classified staff will be having a step increase and a 2% raise. Christy Carter stated that all classified deserved a raise and they should get the step increase and 2% to compensate the employee having to pay the insurance increase of 3%. . Susan Cushman wanted to know if the aides that would be moved to special education would get paid out of a different funding and if their pay will remain the same. Jacque Price stated that their funding would come from a different area and their pay will stay the same.

**Christy Carter motioned to approve the 2% increase and step increase for the 2011-2012 classified salary schedules. Justin Rayner seconded the motion. The motion passed unanimously.**

- C. Discussion and possible action on job descriptions. Susan Cushman wanted to know if there was a job description for the grant writer. Jacque Price stated that there has never been a job description for grant writer. Jacque Price stated that Becky handed out a job description of a business manager duties. Jacque Price explained the job duties that are highlighted and distinguish what job duties Rebecca and April have taken on since outsourcing business services in December. Jacque Price recommended a \$2,000 dollar salary increase for April and Becky for added duties. Susan Cushman asked to have that recommendation on the next board agenda. Susan Cushman recommend to take off certain wording on April Whitney's and the School Secretary's job description. Susan Cushman stated that the maintenance supervisor and bus maintenance administrator/bus driver have different job duties that should be changed to the opposite job description. Jacque Price stated she will change those.

**Justin Rayner motioned to approve job description with changes as noted. Monica Timberlake seconded the motion. The motion passed unanimously.**

- D. Discussion and possible action on Quartzsite School District classified staff for school year 2011-2012. Jacque Price handed the board a list of classified staff that she would like to return for the 2011-2012 school year. Susan Cushman wanted to know what positions would be cut. Jacque Price stated that behavioral coaches, community liaison, and a couple of aides will not return for next school year.

**Justin Rayner motioned to approve the classified staff for school year 2011-2012. Christy Carter seconded the motion. The motion passed unanimously.**

- E. Discussion and possible action on new school bus for school year 2011-2012. Susan Cushman wanted to know if the paper work of the bus that was brought from Chuck Keane from RWC was in the board packet. The Board had questions on the trade but felt that they should wait to make a decision on the purchase of a new bus. Susan Cushman stated that they would like to run the bus a little more to see if they would have any upcoming problems with bus. Susan Cushman and Justin Rayner wanted to know the status of the reimbursement of the warranty from Blue Bird. The Board apologized to Chuck Keane and Adam Wilkum for all the time and effort they have put forth. No action was taken on new school bus proposal.

- F. Discussion of food service costs, fees and comparisons to previous years. Renee King did not make it to this meeting to discuss food service cost, fees and comparison to previous years. Susan Cushman and the Board have requested Renee King to be put on the May 3<sup>rd</sup> board meeting agenda.

7. AGENDA ITEMS FOR FUTURE CONSIDERATION

Discussion of food services costs, fees and comparisons to previous years.  
April Whitney and Rebecca Mendoza salary increase of \$2,000.  
Ehrenberg and Quartzsite parent surveys

8. ADJOURNMENT

Monica Timberlake motioned to adjourn the meeting. Justin Rayner seconded the motion. The motion passed unanimously. The meeting was adjourned at 4:09 p.m.

*Susan Cushman 5/3/11*

PRESIDENT

MEMBER

*Justin Rayner*

MEMBER

MEMBER

*Monica Timberlake*

MEMBER