

# MINUTES

## GOVERNING BOARD MEETING – GILA INSTITUTE FOR TECHNOLOGY DISTRICT #2

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Tuesday, January 9, 2024 – 6:00 p.m.  
GIFT Office

### OPENING OF THE MEETING

The meeting was called to order at 6:07 pm

#### Pledge of Allegiance

#### Roll Call

##### Present:

Mr. B.K. Merriman, President  
Mr. Eddie Bowman, Member  
Mrs. Christie Brown, Member  
Mr. Mark Claridge, Member  
Mrs. Tamara Melton, Member

Mr. Clay Emery, Superintendent  
Mrs. Brenda Garcia, Administrative Assistant

##### Absent:

Sherry Carbajal, Member  
Kim Waters, Member

##### Public:

Mike Green, SMS Teacher

Selection of 2024 GIFT Governing Board President. **(Action) Motion made by Mr. Claridge to nominate Mr. Merriman as Governing Board President. Motion was seconded by Mrs. Brown. Motion carried 5/0.**

Name	Aye	Nay	Abstain	Absent
Eddie Bowman	X			
Christie Brown	X			
Sherry Carbajal				X
Mark Claridge	X			
Tamara Melton	X			
B.K. Merriman	X			
Kim Waters				X

Oath of Office. Board President. **Mr. Merriman was sworn in by Mr. Claridge.**

1. Adoption of the Agenda – The Governing Board reserves the right to reschedule, delete, or arrange items on the agenda, to efficiently conduct its business. **(Action) Motion made by Mrs. Brown to adopt the agenda as presented by the administration. Motion seconded by Mr. Bowman. Motion carried 5/0.**

Item #1				
Name	Aye	Nay	Abstain	Absent
Eddie Bowman	X			
Christie Brown	X			
Sherry Carbajal				X
Mark Claridge	X			
Tamara Melton	X			
B.K. Merriman	X			
Kim Waters				X

**CALL TO THE PUBLIC – None**

**DECLARATION OF CONFLICT OF INTEREST – Christie Brown will abstain from voting on item #7.**

**REPORTS AND QUESTIONS**

2. Superintendent’s Summary  
**Mr. Emery gave a brief report to the board members.**

**CONSENT AGENDA – Action**

- Approval of routine payroll and expense vouchers/routine matters.
- 3. Approval of Minutes of the December 12, 2023, Regular meeting.  
Recommendation to approve/ratify financial matters.
  - A. Payroll and expense vouchers.
  - B. Cash balance reports.

**Motion made by Mr. Claridge to approve the consent agenda items as presented. Motion seconded by Mrs. Melton. Motion carried 5/0.**

Item #3				
Name	Aye	Nay	Abstain	Absent
Eddie Bowman	X			
Christie Brown	X			
Sherry Carbajal				X
Mark Claridge	X			
Tamara Melton	X			
B.K. Merriman	X			
Kim Waters				X

**LEGAL/FINANCIAL**

**New Business**

4. Discussion and approval of special projects funding for Safford Unified School District Shop Door. **(Action) Motion made by Mrs. Melton to approve special projects funding for Safford Unified School District. Motion seconded by Mr. Bowman. Motion carried 5/0. See Board Packet.**

Item #4				
Name	Aye	Nay	Abstain	Absent
Eddie Bowman	X			
Christie Brown	X			
Sherry Carbajal				X
Mark Claridge	X			
Tamara Melton	X			
B.K. Merriman	X			
Kim Waters				X

5. Discussion and approval of addendum to IGA with EAC. **(Action) Motion made by Mrs. Brown to approve addendum to IGA with EAC. Motion seconded by Mr. Bowman. Motion carried 5/0. See Board Packet.**

Item #5				
Name	Aye	Nay	Abstain	Absent
Eddie Bowman	X			
Christie Brown	X			
Sherry Carbajal				X
Mark Claridge	X			
Tamara Melton	X			
B.K. Merriman	X			
Kim Waters				X

6. Discussion and approval to modify GIFT building – add a new office. **(Action) Motion made by Mrs. Melton to approve the modification of GIFT building to add a new office. Motion seconded by Mr. Claridge. Motion carried 5/0.**

Item #6				
Name	Aye	Nay	Abstain	Absent
Eddie Bowman	X			
Christie Brown	X			
Sherry Carbajal				X
Mark Claridge	X			
Tamara Melton	X			
B.K. Merriman	X			

Kim Waters				X
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7. Discussion and approval of Hughes Custom Performance as contractor for GIFT office addition project. **(Action) Motion made by Mr. Claridge to approve Hughes Custom Performance as contractor for GIFT Office addition project. Motion seconded by Mrs. Melton. Motion carried 4/0. Mrs. Brown abstained from voting on item #7.**

Item #7				
Name	Aye	Nay	Abstain	Absent
Eddie Bowman	X			
Christie Brown			X	
Sherry Carbajal				X
Mark Claridge	X			
Tamara Melton	X			
B.K. Merriman	X			
Kim Waters				X

8. Discussion and approval of the following vendors as Sole Source. **(Action)**
- Tyler Technologies - Infinite Visions- Financial Software. Estimated cost \$20,000. We use Infinite Visions Financial Software because there is not an equivalent software available, it is compatible with our county school superintendents and treasurers' offices, and it is adaptable to the AZ Dept of Education and Auditor General's Office.
  - PowerSchool - Student Attendance Software- estimated cost \$20,000. We have used PowerSchool SIS because it is compatible with 6/7 of our member districts, allows more accuracy in attendance and enrollment reporting to the state through direct reporting. Switching programs would not be cost effective because of these key issues. **Motion made by Mrs. Melton to approve Tyler Technologies and PowerSchool as Sole Source vendors. Motion seconded by Mr. Bowman. Motion carried 5/0.**

Item #8				
Name	Aye	Nay	Abstain	Absent
Eddie Bowman	X			
Christie Brown	X			
Sherry Carbajal				X
Mark Claridge	X			
Tamara Melton	X			
B.K. Merriman	X			
Kim Waters				X

9. Annual approval and authorization, General Operating Procedures Policies. **(Action)** • Policy DG Banking Services (to approve deposit of auxiliary funds per policy - One AZ Credit Union) • Policy DIB Types of Funds/Revolving Funds - Chase Bank. (Action) **Motion made by Mrs. Brown to approve and authorize the General Operating Procedures Policies. Motion seconded by Mrs. Melton. Motion carried 5/0.**

Item #9				
Name	Aye	Nay	Abstain	Absent
Eddie Bowman	X			
Christie Brown	X			
Sherry Carbajal				X
Mark Claridge	X			
Tamara Melton	X			
B.K. Merriman	X			
Kim Waters				X

10. Discussion and approval of 2024 GIFT Board Meeting Schedule. **(Action) Motion made by Mr. Bowman to discuss and approve 2024 GIFT Board Meeting Schedule. Motion seconded by Mrs. Melton. Motion carried 5/0.**

Item #10				
Name	Aye	Nay	Abstain	Absent
Eddie Bowman	X			
Christie Brown	X			
Sherry Carbajal				X
Mark Claridge	X			
Tamara Melton	X			
B.K. Merriman	X			
Kim Waters				X

11. Discussion and approval of Teacher Evaluation System Verification FY 2024-2025. (Action) **Motion made by Mrs. Melton to discuss and approve Teacher Evaluation System Verification FY2024-2025. Motion seconded by Mrs. Brown Motion carried 5/0.**

Item #11				
Name	Aye	Nay	Abstain	Absent
Eddie Bowman	X			

Christie Brown	X			
Sherry Carbajal				X
Mark Claridge	X			
Tamara Melton	X			
B.K. Merriman	X			
Kim Waters				X

12. Board Training (**conflict of interest**) (Discussion) *Mr. Emery provided guidance to the governing board members on what constitutes a substantial interest and the Conflict of Interest forms were signed by the board members.*
13. Schedule work session. (Discussion) The board will discuss all items at February 2024 board meeting.

**BUSINESS/PERSONNEL**

**New Business**

14. Review/confirm board meeting schedule.  
Regular/Special Meetings for 2023-2024 School Year
  - Tuesday, February 13, 2024, 6 pm at GIFT Office
  - Tuesday, March 5, 2024, 6 pm at GIFT Office
  - Tuesday, April 9, 2024, 6:pm at GIFT Office

**ADJOURNMENT**

*Meeting adjourned at 6:50 pm.*

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Chairman Signature

Date