

# MINUTES

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

Tuesday, July 8, 2025 – 6:00 p.m.  
GIFT Office

### OPENING OF THE MEETING

The meeting was called to order at 6:00 pm

#### Pledge of Allegiance

#### Roll Call

##### Present:

Mr. B.K. Merriman, President  
Mr. Eddie Bowman, Member  
Mrs. Christie Brown, Member  
Mrs. Sherry Carbajal, Member  
Mr. Mark Claridge, Member  
Mrs. Tamara Melton, Member – Conference call  
Mrs. Kim Waters, Member – Conference call

Mr. Clay Emery, Superintendent  
Mrs. Michele Johnson, Business Manager

##### Public:

Allison Haws – FTHS Technology Director/CTE Director  
Kevin Peck – Dean EAC

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. Carbajal to adopt the agenda as presented by the administration.***  
***Motion seconded by Mr. Claridge. Motion carried 7/0.***

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 – None

### REPORTS AND QUESTIONS

2. Superintendent’s Summary- ***Mr. Emery gave an informative report to the board.***

### CONSENT AGENDA – Action

Approval of routine payroll and expense vouchers/routine matters.

3. Approval of Minutes of the June 24, 2025, Regular Meeting and Proposed Budget Hearing.

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 Mr. Bowman. Motion carried 7/0.***

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 consideration of a motion to convene a Public Hearing pursuant to A.R.S. §15-905 (**Action**).

***Motion made by Mrs. Brown to convene a Public Hearing pursuant to A.R.S. §15-905. Motion seconded by Mr. Bowman. Motion carried 7/0.***

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			

The purpose of this Hearing is to Provide the Public the Opportunity for Questions and Discussion of the Proposed Maintenance and Operations and Capital Outlay Budget for the 2025-2026 Fiscal Year.

5. Discussion and consideration of a motion to close the Public Hearing and return to Regular Session. (**Action**)

***Motion made by Mr. Claridge to close the Public Hearing and return to Regular Session. Motion seconded by Mrs. Carbajal. Motion carried 7/0.***

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 consideration of a motion to adopt the Maintenance and Operations and Capital Outlay Budget for the 2025-2026 fiscal year. **(Action)**  
***Motion made by Mrs. Brown to adopt the Maintenance and Operations and Capital Outlay Budget for the 2025-2026 fiscal year. Motion seconded by Mr. Bowman. Motion carried 7/0.***

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			

7. Discussion and consideration of a motion to approve Policy, Regulations and Exhibits, second reading/review. **(Action)**  
 Policy CA — Administration Goals / Priority Objectives Policy Advisory No.  
 Policy CB — Superintendent Policy  
 Policy CBA — Qualifications and Duties of the Superintendent  
 Policy CBCA — Delegated Authority  
 Policy CBI — Evaluation of Superintendent  
 DELETE.....Policy CCB — Line and Staff Relations  
 DELETE Regulation CCB-R — Line and Staff Relations  
 Policy CFD — School - Based Management  
 Policy CFD — School - Based Management (Version for one [1] school District or < than 600 students)  
 Policy CHD — Administration in the Absence of Policy  
 Policy CK — Administrative Consultants  
 Policy CM — School District Annual Report  
 Policy DA — Fiscal Management Goals / Priority Objectives Policy Advisory  
 Policy DB — Annual Budget  
 DELETED Policy DBC — Budget Planning, Preparation, and Schedules

DELETED Regulation DBC-R — Budget Planning, Preparation, and Schedules  
 Policy DBF — Budget Hearings and Reviews / Adoption Process  
 DELETED Policy DBI — Budget Implementation  
 Policy DBJ — Budget Transfers  
 Policy DD — Funding Proposals, Grants, and Special Projects  
 DELETED Policy DDA — Funding Sources Outside the School System Policy  
 DELETED Policy DEC — Funding from Federal Tax Sources  
 Policy DFA — Revenues from Investments  
 DELETED Policy DFB — Revenues from School – Owned Real Estate  
 DELETED Policy DFD — Gate Receipts and Admissions  
 Policy DFF — Income from School Sales and Services  
 Policy DG — Banking Services  
 DELETED Policy DGA — Authorized Signatures  
 Policy DGD — Credit Cards  
 Policy DI — Fiscal Accounting and Reporting  
 DELETED Policy DIA — Accounting System  
 Policy DIB — Types of Funds / Revolving Funds  
 Policy DIC — Financial Reports and Statements  
 DELETED Policy DICA — Budget Format  
 Policy DID — Inventories  
 Policy DIE — Audits / Financial Monitoring  
 Policy DJ — Purchasing  
 Policy DJE — Bidding / Purchasing Procedures  
 Policy DJG — Vendor / Contractor Relations  
 DELETED Policy DJGA — Sales Calls and Demonstrations  
 Policy DK — Payment Procedures  
 DELETED Policy DKA — Payroll Procedures / Schedules  
 Policy DN — School Properties Disposition  
 Policy IJNDB — Use of Technology Resources in Instruction  
 Policy JLF — Reporting Child Abuse / Child Protection  
 Policy JR — Student Records Regulation JR-R — Student Records

***Motion made by Mr. Claridge to approve Policy, Regulations and Exhibits.  
 Motion seconded by Mr. Bowman. Motion carried 7/0.***

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 proposed funding, Business and Graphic Design Programs, Fort Thomas High School. **(Action)**

***Motion made by Mrs. Carbajal to approve funding for the Business and Graphic Design Programs at Fort Thomas High School in the amount of \$100,145.38. Motion seconded by Mr. Bowman. Motion carried 7/0.***

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. Discussion and approval of purchase of equipment for welding program expansion with EAC. **(Action)**

***Motion made by Mr. Claridge to approve the purchase of equipment for welding program expansion with EAC in the amount of \$244,380.00. Motion seconded by Mrs. Brown. Motion carried 7/0.***

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. Review, discussion, and approval of GIFT Special Projects/Reserve Fund policy. **(Action)**  
***Motion made by Mr. Claridge to approve the GIFT Special Projects/Reserve Fund policy. Motion seconded by Mrs. Carbajal. Motion carried 7/0.***

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 GIFT board meeting dates FY2026. **(Action)**  
***Motion made by Mr. Claridge to approve the GIFT board meeting dates FY2026. Motion seconded by Mrs. Brown. Motion carried 7/0.***

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			

**BUSINESS/PERSONNEL**

**New Business**

- 12. Review/confirm board meeting schedule.  
Regular/Special Meetings for 2025-2026 School Year

- Tuesday, August 12, 2025, 6 pm at GIFT Office
- Tuesday, September 9, 2025, 6 pm at GIFT Office
- Tuesday, October 14, 2025, 6 pm at GIFT Office

**ADJOURNMENT**

*Meeting adjourned at 6:59 pm*

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Chairman Signature

Date