

## MINUTES

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

Tuesday, December 9, 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  
Mrs. Christie Brown, Member  
Mrs. Sherry Carbajal, Member  
Mr. Mark Claridge, Member  
Mrs. Tamara Melton, Member

Mr. Clay Emery, Superintendent  
Mrs. Michele Johnson, Business Manager  
Mrs. Brenda Garcia, Administrative Assistant

##### Absent:

Mr. Eddie Bowman, Member  
Mrs. Kim Waters, Member

**Public:** Natali Carter – EAC Instructor.

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 Mrs. Melton. 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 – 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 November 4, 2025, Regular Meeting.

Recommendation to approve/ratify financial matters.

A. Payroll and expense vouchers.

B. Cash balance reports.

***Motion made by Mrs. Carbajal 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 Watersl				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). The purpose of this Hearing is to Provide the Public the Opportunity for Questions and Discussion of the Maintenance and Operations and Capital Outlay Budget Revision #2 for the 2024-2025 Fiscal Year. Amounts May be Reapportioned Based on the Budgetary Needs of the District. **(Action)**

***Motion made by Mrs. Brown to convene a public hearing pursuant to A.R.S. §15-905. Motion seconded by Mr. Claridge. Motion carried 5/0.***

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

5. Hearing to provide the public the opportunity for questions and discussion of the Maintenance and Operations and Capital Outlay Budget Revision #2 for the 2024-25 fiscal year. **(Hearing Only)**

6. 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. Melton. 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

7. Discussion and consideration of a motion to adopt the budget revision #2 for the 2024-2025 fiscal year. **(Action)**  
**Motion made by Mrs. Melton to adopt the budget revision #2 for the 2024-2025 fiscal year. Motion seconded by Mr. Claridge. Motion carried 5/0.**

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 of funding to EAC LNA (nursing services) program for lab assistant. **(Action)** **Motion made to approve and fund EAC LNA (nursing services) program for lab assistant up to \$3,500.00. Motion seconded by Mrs. Carbajal. 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. Discussion and consideration of new CTE program for central campus: Surgical Technician. **Board discussed new CTE program for central campus.**
10. Second reading/review of Policy, Regulations and Exhibits. **(Action)**  
DJE – Bidding/Purchasing Procedure

**Motion made by Mrs. Melton to approve board policies. Motion seconded by Mrs. Brown. 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. Recess to executive session to discuss Superintendent Evaluation as per policy. **(Action) Motion made by Mr. Claridge to recess to executive session to discuss Superintendent Evaluation as per policy at 6:30 pm. 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. Reconvened in open session at 7:09 pm.
13. Approval of Superintendent's Annual Evaluation. **(Action) Motion made by Mrs. Carbajal to approve Superintendent's Annual Evaluation. Motion seconded by Mrs. Melton. Motion carried 5/0.**

Item #13				
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

14. Review/confirm board meeting schedule.  
Regular/Special Meetings for 2025-2026 School Year
  - Tuesday, January 13, 2025, 6 pm - PHS
  - Tuesday, February 10, 2026, 6 pm GIFT Office

## ADJOURNMENT

*Meeting adjourned at 7:14 pm*

---

Chairman Signature

Date