

## MINUTES

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

Tuesday, January 13, 2026 – 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  
Mr. Mark Claridge, Member  
Mrs. Tamara Melton, Member

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

##### Absent:

Mrs. Christie Brown, Member  
Mrs. Sherry Carbajal, Member  
Mrs. Kim Waters, Member

Selection of 2026 GIFT Governing Board President. **(Action) Motion made by Mrs. Melton to nominate Mr. Merriman as Governing Board President. Motion was seconded by Mr. Bowman. Motion carried 4/0.**

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. Melton to adopt the agenda as presented by the administration.**  
**Motion seconded by Mr. Claridge. Motion carried 4/0.**

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 December 9, 2025, Regular Meeting.

Recommendation to approve/ratify financial matters.

A. Payroll and expense vouchers.

B. Cash balance reports.

***Motion made by Mrs. Melton to approve the consent agenda items as presented. Motion seconded by Mr. Bowman. Motion carried 4/0.***

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 approval of ASBA Bylaw Change Proposal (**Action**)

***Motion made by Mr. Claridge to approve of ASBA Bylaw Change Proposal. Motion seconded by Mrs. Melton. Motion carried 4/0.***

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
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5. 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.

**Motion made by Mr. Claridge to approve and authorize the General Operating Procedures Policies. Motion seconded by Mr. Bowman. Motion carried 4/0.**

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. Board training (conflict of interest. **(Discussion)**)
7. 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.

#### SOLE SOURCE PROCUREMENTS R7-2-1053. Sole source procurements

A. A contract may be awarded for a material, service or construction item without competition if the governing board determines in writing that there is only one source for the required material, service or construction item. The school district may require the submission of cost or pricing data in connection with an award under this Section. Sole source procurement shall be avoided, except when no reasonable alternative source exists.

B. The governing board's determination shall be made before entering the contract and shall include the following information:

1. A description of the procurement need and the reason why there is only a single source available or why no reasonable alternative exists;
2. The name of the proposed supplier;
3. The duration and estimated total dollar value of the proposed procurement;
4. Documentation that the price submitted is fair and reasonable; and
5. A description of efforts made to seek other sources.

C. The school district shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the school district.

D. A copy of the written determination of the basis for the sole source procurement and any cost or pricing data shall be retained in the procurement file by the school district. The school district shall keep a record of all sole source procurements pursuant to R7-2-1086.

**Motion made by Mrs. Melton to approve Tyler Technologies and PowerSchool as Sole Source vendors. Motion seconded by Mr. Bowman. Motion carried 4/0.**

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 Teacher Evaluation System Verification FY 2026-2027.  
**(Action) Motion made by Mr. Claridge to approve Teacher Evaluation System Verification FY 2026-2027. Motion seconded by Mrs. Carbajal. Motion carried 4/0.**

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

## **BUSINESS/PERSONNEL**

### **New Business**

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

--- Tuesday, February 10, 2026, 6 pm EAC  
--- Tuesday, March 3, 2026, 6 pm GIFT Office  
--- Tuesday, April 14, 2026, 6 pm

## **ADJOURNMENT**

***Meeting adjourned at 6:47 pm***

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Chairman Signature

Date