

NOTICE OF PUBLIC MEETING
HACKBERRY ELEMENTARY SCHOOL DISTRICT #3
GOVERNING BOARD REGULAR MEETING MINUTES
CEDAR HILLS SCHOOL 9501 NELLIE DR. KINGMAN, AZ. 86401
Tuesday December 9, 2025 @ 4:00 pm

REGULAR BOARD MEETING MINUTES:

I. Opening Items

A. Call to Order: 4:00 PM

**B. Roll Call Leanne Donason, Charla Loomis, Pam Adams, Tammy Herrera, Valerie Grimes,
Sam Dell, Christina Ramirez**

C. Pledge of Allegiance

D. Moment of Silence

E. Call the Audience

1. Open

Open Call to the Public: Members of the public may address the Governing Board on any topic for up to 3 minutes. Time may be extended through one person yielding their time to speaker. By law the Board cannot respond. However, the topic may be added to the agenda of a future meeting. Visitors must complete the form and give it to the clerk prior to the start of the meeting.

2. Limited to the agenda items only

Limited Call to the Public: Members of the public may address the Board on any specific agenda item(s) for up to 3 minutes Time may be extended through one person yielding their time to the speaker. Visitors must Complete the form and give it to the clerk prior to the start of the meeting.

F. Approval of the Board Agenda

II. Reports

A. Business Manager-Sam Dell

- Financial Report
- Budget FY26 update
- FY24 & FY25 Financial Audit

Sam Dell updated the budget to explain the most current numbers. Financial Audit we have submitted 14 items that are being looked at. Auditors will be here on December 17, 18, and the 19th and at the next meeting we will update the Board on their findings.

B. School Board –

Pam Adams and the Board gave “thank you’s” to the staff and wanted to express appreciation of all they do and the continued efforts they make for the students.

C. Administrator – Christina Ramirez

Transportation

Updated that the miles of the bus and was this year corrected. We were notified by the Audit General to look at the number of miles. We found the miles were not recorded right. We had a lot more miles than what we had. We are able to get \$30,000 opposed to last year \$606 that were received last year.

Letter Grade celebration

We had a great celebration for recognizing students who showed growth and proficiency on the state test. Parent were very happy.

Data Meeting

We had a data meeting with teachers and they are very responsive to data and using it for instruction. Using reports to help with student growth and for instruction. Teachers were expected to teach a lesson and were excited about learning from their lessons.

Parent Survey

We received 9 parent surveys that showed parents are happy with communication, culture of the school, and varies other areas.

III. Consent Agenda

Consent Agenda – All those items listed below may be enacted by one motion and approved as consent agenda items. Any item may be removed from the consent agenda and considered separately if a member of the governing board requests.

A. Approval of the Regular Board Meeting Minutes November 11, 2025

First motion to approved Regular Board Meeting Minutes on November 11, 2025 by Tammy Herrera, Second Motion by Valerie Grimes. Passed 5-0

B. Approval of Donations

Read list of donors who donated items to the silent auction, St. Mary's food bank, and money for the mustang market. We are so thankful for all the donors.

First Motion to approve to send Thank You letters for the generosity by donors by Tammy Herrera, Second Motion by Charla Loomis Passed 5-0

C. Approval of Accounts Payable Vouchers - 2666, 2667, 2668, 2669

First Motion to approve AP Vouchers by Charla Loomis, Second Motion by Tammy Herrera Passed 5-0

D. Approval of Payroll Vouchers – 2612, 2613

First Motion to approve payroll vouchers by Valerie Grimes, Second Motion by Pam Adams Passed 5-0

IV. Old Business

- A. Discussion and possible action on Auditor General – Corrective Action Plan Report - Update on withheld funds

It was noted that the district has not yet received formal notification of release from the audit; however, funds are being disbursed. A deposit of \$28,000 has already been received, with an additional \$42,000 anticipated. This reflects positive progress, as the release of funds indicates that corrective actions are being recognized. Importantly, these are dollars the district had not been able to access in prior years due to unresolved findings from the Auditor General.

- B. Discussion and possible action regarding Social Security letters to the district regarding FY23 and FY24

Update on Social Security that all years have been updated.

- C. Discussion and possible action regarding the SFD Kitchen Fire System Grant
We are still waiting for a letter from the fire department in order to move forward.

- D. Discussion and possible action of water quality report

Update: Sam reported that the filters have been replaced, and we confirmed that all water stations now have functioning filters. Our review of the water system raised concerns regarding the building's water pipes. Without a mineralization system, there is a risk of damage to the system over time. We will continue gathering bids and plan to present options to the board for consideration of a comprehensive water filtration system for the building.

- E. Discussion and possible action on creating a high school

The District has contacted the Arizona State Board of Education to explore the possibility of establishing a high school at Cedar Hills. The Board informed us that, in order to move forward, we must submit a formal letter from our governing board requesting approval to expand Cedar Hills School to a K-12 institution that includes high school grades.

First motion to approve to sign the letter and send it to the Arizona State Board of Education by Valerie Grimes, Second Motion by Pam Adams

Passed 5-0

- F. Discussion and possible action on the makeup days to be scheduled for May 21, May 26, May 27

Motion to approve the makeup days to be scheduled for May 21, May 26, May 27 by Leanne Donason, Second Motion by Pam Adams Passed 5-0

- G. Discussion and possible action on the Small School Fund

Update: The district is awaiting further clarification from the County Superintendent regarding the approved use of the \$56,000 allocated for special projects. At this time, guidance on how these funds may be spent has not yet been provided.

V. New Business

- A. Discussion and Possible action of the revision of Policy BDA Board Organizational Meeting and Board President Duties

**First Motion to approve the revisions for Policy BDA by Pam Adams,
Second Motion by Valerie Grimes Passed 5-0**

- B. Discussion and possible action of the revision of the policy CBI Evaluation of District Administration

**First Motion to make the revision of the Policy CBI with the changes to the amount of \$10,000 to \$5,000 if a Letter B is achieved and \$20,000 to \$10,000 if a Letter A is achieved. If A is achieved for two consecutive years \$20,000 is offered by Pam Adams, Second Motion by Valerie Grimes
Passed 5-0**

- C. Discussion and possible action to Motion to go into Executive Session for Administration evaluation

First Motioned to go into Executive Session for Administration Evaluation at 5:15 by Pam Adams, Second Motion by Leanne Donason Passed 5-0

First Motion to go back into Regular Board Meeting at 5:28 by Tammy Herrera, Second Motion by Pam Adams Passed 5-0

- D. Discussion and possible action of T-Shirt pricing of \$5.00

Requested for the board to set the pricing of T-Shirts at \$5.00 with the knowledge that our T-Shirts cost us \$9.00. Board was in agreement with the price set to \$5.00.

First Motion to approve the price of our T-Shirts to \$5.00 by Leanne Donason, Second Motion by Charla Loomis Passed 5-0

- E. Discussion and possible action to approve Student Council petty cash for \$200.00

Requesting by Student Council to have petty cash for \$200.00 on hand for change purposes and above \$200 will be deposited.

First Motion to approve petty cash of \$200 by Leanne Donason, Second Motion by Pam Adams Passed 5-0

Announcements

- A. Input of items for next board meeting -please email Christina Ramirez, cramirez@hesd.net
*** Requests must be made five (5) business days prior to the creating of the Agenda***

Adjournment

Scheduled Future Meetings:
January 13, 2025

The agenda will be posted on the bulletin board outside of the District Office and our District Website www.hesd.net
CERTIFICATION OF POSTING OF NOTICE OF A REGULAR MEETING OF THE HACKBERRY ELEMENTARY
SCHOOL DISTRICT#3 GOVERNING BOARD The undersigned hereby certifies that a copy of the attached notice was
duly posted at the Hackberry Elementary School District Office, 9501 Nellie Drive Kingman Az 86401 on December 4,
2025.

Leanne Donason, Governing Board President

Date