

NOTICE OF PUBLIC MEETING
HACKBERRY ELEMENTARY SCHOOL DISTRICT #3
GOVERNING BOARD REGULAR MEETING
CEDAR HILLS SCHOOL 9501 NELLIE DR. KINGMAN, AZ. 86401 Tuesday
June 10, 2025 @ 4:00 pm

Agent of the Governing Board, Christina Ramirez, Superintendent/Principal

REGULAR BOARD MEETING MINUTES:

I. Opening Items

A. Call to Order

B. Introduction of the new board member

C. Roll Call: Leanne Donason, Pam Adams, Tammy Herrera, Brian Wright, Valerie Grimes, Sam Dell, Christina Ramirez

D. Pledge of Allegiance

E. Moment of Silence

F. 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.

G. Approval of the Board Agenda

Motion by Leanne Donason, 2nd by Pam Adams

Passed 5-0

II. Reports

A. Financial Report - Sam Dell

April financial report was explained. The remaining budget capacity was presented. Student activity report has a balance of \$3,728.06 at the end of April.

B. Administrator - Christina Ramirez

- Data, Budgeting, and Future

Summer school is in session. Students are very excited and preparing for a play that is being taught by the Beale Street Theatre. The students are performing on Thursday at 11:30.

The business manager and I are working as a team to make sure that our students are getting what is needed to be successful. Our efforts

have ensured the district is in compliance. Our letter grade for the district will come out around September or October.

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 May 13, 2025
Motioned by Pam Adams, 2nd by Tammy Herrera **Passed 5-0**

B. Approval of Expense Voucher #'s 2578, 2579, 2580, 2581, 2582
Motioned by Pam Adams, 2nd by Tammy Herrera **Passed 5-0**

C. Approval of Payroll Voucher #'s 2530, 2531, 2532, 2533, 2534, 2535
It was brought to our attention that an employee's hourly wage amount was not correct and needs to be corrected from \$15 to \$16 an hour according to the contract. This will be corrected to pay the employee back pay from the beginning of the contract for SY 24-25

**Motion to approve appropriate pay
by Valerie Grimes, 2nd by Tammy Herrera** **Passed 5-0**

**Motioned to approve payroll voucher by
Valerie Grimes, 2nd by Pam Adams** **Passed 5-0**

D. Approval of the Board Meeting Calendar SY 25-26
Motioned by Pam Adams, 2nd by Tammy Herrera **Passed 5-0**

IV. Old Business

A. Discussion and possible action for second read for the approval of ASBA

Policy Advisory #'s

866 - Administration Goals/Priority Objectives

867 - Superintendent

868 - Qualification and Duties of Superintendent

869 - CBCA Delegated Authority

New Regulation CBCA-R Delegated Authority

Changes in the policy are to read "F. To procure goods, services or construction in an amount not to exceed one Five thousand dollars (\$5,000). All procurement shall comply with the State Board of Education procurement code

(School Procurement Code and the Uniform System of Financial Accounting).”

- 870 - Policy CBI – Evaluation of the Superintendent
 - Exhibit CBI-EA – Evaluation of Superintendent
(Districts may choose either BEI-EA or CBI-EB)
 - Exhibit CBI-EB – Evaluation of Superintendent
- 871 - Delete Policy CCB – Line and Staff Relations
 - Delete Policy CCB-R – Line and Staff Relations
- 872 - Policy CFD – School-Based Management
 - Regulation CGD-R – School-Based Management
 - Delete Exhibit DBD-D - School-Based Management
 - Delete Policy CFD - School-Based Management
- 873 - Policy CHD – Administration in the Absence of Policy
- 874 - Policy CK – Administrative Consultants
- 875 - Policy CM – School District Annual Report

**Motion to discuss the change in Advisory Policy #869 for the amount of \$100,000 to be changed to \$5,000.
Moted by Valerie Grimes, 2nd by Tammy Herrera with the changes to be revised in the policy # 869**

Motioned to approve the Advisory policy as revised by Pam Adams, 2nd by Tammy Herrera **Passed 5-0**

V. New Business

- A. Discussion and possible action to approve FY 26 Proposed Budget
 - The business manager provided an update on the proposed budget for FY26, highlighting improvements made possible by savings in consulting expenses. Additionally, the budget confirms that there will be no tax increases for the fiscal year. The budget will be presented to the public in July.**
 - Motioned by Valerie Grimes, 2nd by Pam Adams** **Passed 5-0**

- B. Discussion and possible action to approval of the release of the Request for Proposals (RFP)
 - Request to get bids for auditing purposes to go from a 2-year audit**

to a 1 year audit. This will allow the district to see areas of need in order to correct it.

Motioned by Tammy Herrera, 2nd by Pam Adams

Passed 5-0

C. Discussion only Auditor General Report Update

The district is currently under an action plan which has resulted in certain state funding being withheld from the district starting from April 2024. A total of 41 fiscal findings have been reported to the Audit General office after the fiscal 2023 audit. 11 findings have been addressed and corrected. The Business Manager is actively working to resolve the remaining issues by implementing policies and procedures to ensure compliance. Going forward, the district will conduct regular audits, ensure board reports are complete and accurate, encourage open discussion, and prioritize transparency and accountability.

D. Discussion and possible action to approve Term Teacher Contract for SY 25-26 Cheryl Schoolcraft Grades 3-4

Motioned by Valerie Grimes, 2nd by Pam Adams

Passed 5-0

E. Discussion and possible action to approve Steve Chestnut as District Consultant

Motioned by Pam Adams, 2nd by Valerie Grimes

With the understanding it will be no more than 1-year Passed 5-0

F. Discussion and possible action to approve Mastery Connect Data System For SY 25-26

Motioned by Pam Adams, 2nd by Valerie Grimes

Passed 5-0

G. Discussion and possible action to approve the Certified and Term Salary Placement Schedule for FY26

Motioned by Pam Adams, 2nd by Leanne Donason

Passed 5-0

H. Discussion and possible action to approval of the Parent and Family

Engagement Policy

Motioned by Valerie Grimes, 2nd by Pam Adams

Passed 5-0

- I. Discussion and possible action to approval of the Transportation Plan for Students in Foster Care

Motioned by Pam Adams, 2nd by Tammy Herrera

Passed 5-0

- J. Discussion and possible action to approve Intergovernmental agreement (IGA) between HESD3 and MCECSC for FY26

Valerie Grimes has requested the approved version of the document be corrected with no format errors.

Motioned by Pam Adams, 2nd by Tammy Herrera

Passed 5-0

- K. Discussion only for first read of ASBA Policy Advisory #'s

906 – Policy IJNDB – Use of Technology Resources in Instruction

907 - Policy JLF – Reporting Child abuse/Child Protection

908 – Policy JR – Student Records

Regulation JR-R – Student Records

1st Read Only

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***

Future Meetings Approval

July 8, 2025

Motioned by Tammy Herrera, 2nd by Pam Adams

Passed 5-0

Adjournment: 6:01 PM

Leanne Donason, Governing Board President

Date