

NOTICE OF PUBLIC MEETING  
**HACKBERRY ELEMENTARY SCHOOL DISTRICT #3**  
**GOVERNING BOARD REGULAR MEETING MINUTES**  
CEDAR HILLS SCHOOL 9501 NELLIE DR. KINGMAN, AZ. 86401  
Tuesday February 10, 2026 @ 4:00 pm

**REGULAR BOARD MEETING AGENDA:**

**I. Opening Items**

**A. Call to Order p 4:00 PM**

**B. Roll Call – Leanne Donason, Pam Adams, Charla Loomis, Tammy Herrera, Valerie Grimes, Sam Dell, Debra Lund**

**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**

**First Motion to approve board agenda by Pam Adams, Second Motion by Valerie Grimes  
Passed 5-0**

**II. Reports**

**A. Business Manager-Sam Dell**

- Financial Report

**Mr. Dell updated the Board on District finances through December 31, 2025. The December general ledger reports show an increase of cash on hand of \$78,190.60. The January 31, 2026 Mohave County Treasurer reports show an increase of cash on hand of \$106,448.28.**

- Budget FY26 update

**Mr. Dell updated the Board with the December 31, 2025 unencumbered budget figures of \$126,209.09. The FY 27 Health Insurance renewal, and the possible effect on the FY 27 operating budget, was discussed.**

- FY24 & FY25 Financial Audit

The results of the FY 24 and FY 25 financial audits are expected to be delivered during the April, 2026 regular board meeting.

B. School Board – **Nothing to report.**

C. Administrator – Christina Ramirez (Debra Lund)

**The Board was updated on the status of state Azella testing, the effort to upgrade the K-3 curriculum, and the upcoming field trip to Kathryn Heidenreich Adult Center.**

### **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 January 13, 2026

**Motion to approve the Regular Board Meeting minutes of January 13, 2026 by Tammy Herrera, Second by Pam Adams**

**Passed 5-0**

B. Approval of Donation List

**Motion to approve “thank you” notes to the generous donors for their donations by Tammy Herrera, Second by Valerie Grimes**

**Passed 5-0**

C. Approval of Accounts Payable Vouchers – 2675, 2676, 2677

**Valerie Grimes requested clarification of the recent payment to Ricoh for the copy machine. Motion to approve Payables Vouchers by Tammy Herrera, Second by Leanne Donason**

**Passed 5-0**

D. Approval of Payroll Vouchers – 2619, 2620

**Motion to approve Payroll Vouchers by Pam Adams, Second by Charla Loomis**

**Passed 5-0**

### **IV. Old Business**

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

**Update: Administration & auditors compiled a punch list of requested documentation to move off the corrective action plan. Sam Dell responded with the requested documentation on January 24, 2026.**

B. Discussion and possible action regarding the SFD Kitchen Fire System Grant  
**Update: SFD kitchen fire suppression grant: project approved by School Facilities Division in expedited status but not yet funded; currently SFD funding prioritized for emergency repairs.**

C. Discussion and possible action of water quality report

**Update: SFD has stated any request for funding a water filtration system will not be approved. A notice from the Arizona Department of Environmental Quality (ADEQ) has been placed on the front door of the school building by a representative of Kingman Travel Center (Petro). The District will continue to filter potable water using the existing internal filtering systems.**

- D. Discussion and possible action on creating a high school  
**Update: Two (2) draft presentations have been submitted to the representative of the State Board of Education for review. The Board was given an update regarding the contents to the most recent draft. Still outstanding are responses from the Mohave County Superintendent and the superintendent serving Kingman Unified School District. A meeting with Mohave College is scheduled for February 11, 2026.**

**V. New Business**

- A. Discussion and Possible action FY 27 E-Rate IT Upgrade proposal. Mr. Dell explained the project and the process used to select the contract from ETC for consideration. ETC was by far the lowest bidder from the competitors that responded to the RFP performed on behalf of the District by the Yavapai County Education Service Agency.

**Motion to approve the E-rate project contract with ETC by Tammy Herrera,  
Second by Valerie Grimes Passed 5-0**

- B. Discussion and possible action for the approval of the Student Council  
"Movie Night" in March of 2026

**Motion to approve the "Movie Night" event by Leanne Donason, Second by Pam  
Adams Passed 5-0**

- C. Discussion and possible action for the approval of the resignation of Alyse  
Cherry.

**Motion to approve by Leanne Donason, Second Motion by Pam Adams  
Passed 5-0**

- D. Discussion and possible action for the approval of the resignation of Magdalena  
Baker.

**Motion to approve by Pam Adams, Second by Charla Loomis.  
Passed 5-0**

- E. Discussion and possible action for the approval of the FY27 Classroom Site  
Fund plan.

**Motion to approve the FY27 Classroom Site Fund plan by Pam Adams,  
Second by Valerie Grimes Passed 4-1**

- F. Discussion and possible action for the approval of the FY27 Employee  
Compensation plan.

**Motion to approve the FY27 Employee Compensation plan by Tammy  
Herrera. Second by Pam Adams Passed 5-0**

- G. Discussion and possible action for the approval of high school policy IKF

Graduation Requirements.

**Motion to approve policy IKF by Charla Loomis, Second by Pam Adams  
Passed 5-0**

H. Discussion and possible action for the approval of high school policy IKG credit for courses completed at Non-District Schools.

**Motion to approve policy IKG by Charla Loomis, Second by Tammy Herrera  
Passed 5-0**

I. Discussion and possible action for the approval of high school policy IKFA early graduation.

**Motion to approve policy IKFA Pam Adams, Second by Tammy Herrera  
Passed 5-0**

J. Discussion and possible action for the approval of policy updates DIE and DIE-R.

**Motion to approve policy updates DIE and DIE-R by Pam Adams, Second by Charla Loomis  
Passed 5-0**

K. Discussion and possible action for the approval of the FY27 superintendent contract.

**Motion to approve the FY27 superintendent contract by Pam Adams,  
Second by Charla Loomis  
Passed 5-0**

### **Announcements**

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

### **Adjournment**

Scheduled Future Meetings:

March 10, 2026

The agenda will be posted on the bulletin board outside of the District Office and our District Website [www.hesd.net](http://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 February 6, 2026.

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Leanne Donason, Governing Board President

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Date