

NOTICE OF PUBLIC MEETING  
**HACKBERRY ELEMENTARY SCHOOL DISTRICT #3**  
**GOVERNING BOARD REGULAR MEETING**  
CEDAR HILLS SCHOOL 9501 NELLIE DR. KINGMAN, AZ. 86401  
Tuesday, February 11, 2025 @ 4:00 pm

**REGULAR BOARD MEETING MINUTES:**

1. **Call to Order: Leanne Donason @ 4:00 pm**
2. **Roll Call: Leanne Donason, Pam Adams, Valerie Grimes, Christina Ramirez, Deb Warren via phone  
Joni Bullock and Tammy Herrera absent**
3. **Pledge of Allegiance:**
4. **Moment of Silence:**
5. **Call to the Audience:** (The Board will listen to any comment from the public but will not respond except as permitted by A.R.S. 38-431.01(G). The Board may refer the item to the administration or request to have it placed on a future agenda)
6. Approval of Regular Board Meeting Minutes January 14, 2025  
**Motioned by Pam Adams, 2nd by Valerie Grimes** **Passed 3-0**
7. **Reports:**
  - A. Business Manager-None  
Student Activity Fund-None
  - B. School Board-Asked about yearbook and grade level of students participating. Fifth through eight grades are creating the 2024/25 YB and they right as scheduled for Completion.
  - C. Administrator-ELEVATE powerpoint was provided by Ms. Ramirez

8. Approval of Routine Orders of Business:  
Any Board member may request that an item be pulled off the agenda for further discussion.
- A. Expense Vouchers: 2567, 2568, 256  
**Motioned by Valerie Grimes, 2nd by Pam Adams** **Passed 3-0**  
Request to have detailed summary report for all expense vouchers
- B. Payroll Vouchers: 2522, 2523  
**Motioned by Pam Adams, 2nd by Valerie Grimes** **Passed 3-0**
9. Approval of Bus Driver revised contract for 2024/25 SY  
Paul VanSteen  
**Motioned by Leanne Donason, 2nd by Pam Adams to Increase hourly rate by \$2.00.** **Passed 3-0**
10. Approval of Magdalena Baker for the position of part-time Custodian forThe remainder of 2024/25 SY at \$16.00 per hour  
Pending required documentation (Fingerprint Clearance Card)  
**Motioned by Leanne Donason, 2nd by Pam Adams** **Passed 3-0**
11. Approval of Paul Van Steen use of Wells Fargo credit card for bus fuel and maintenance  
**Motioned by Valerie Grimes, 2nd by Pam Adams** **Passed 3-0**
12. Salary Employee accountability procedures-Time Clock  
**Motioned by Pam Adams, 2nd by Valerie Grimes to implement new procedure for the 2025/26 SY. All contracts, certified and classified will include daily hours and times.** **Passed 3-0**
13. Approval of Steve Chestnut Systemic Leadership- 2 additional visits paid by the leadership grant.  
**Motioned by Leanne Donason, 2nd by Pam Adams** **Passed 3-0**

14. Hackberry Firearm Policy draft  
To be tabled until additional training and information is provided  
Discussion Only

Items for the next board meeting:

15. Adjourned: **4:40 pm**

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**Leanne Donason, Governing Board President**

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**Date**

Pursuant to the Americans with Disabilities Act (ADA), Hackberry Elementary School District #3 endeavors to ensure the accessibility of all its programs, facilities, and services to all persons with disabilities. If you need accommodations for this meeting, please contact the Cedar Hills School front office at (928) 692-0013.