

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

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

**REGULAR BOARD MEETING MINUTES:**

**I. Opening Items**

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

**B. Roll Call: Leanne Donason, Pam Adams, Valerie Grimes, Charla Loomis, 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**

**Motion to approve the Board Agenda by Pam Adams, 2<sup>nd</sup> Motion by Valerie Grimes  
Passed 3-0**

**II. Reports**

**A. Business Manager-Sam Dell**

- **Financial Report – Information presented was ending July 30, 2025. A new Leave Plan summary section was added to track staff leave accruals, usage, and balances. Cash balance adjustments preparation of this was more complex due to inaccuracies. The County Office identified a \$78,000 variance between fund balances and cash balances. The discrepancy was traced to the prior administration applying revenue incorrectly between FY24 and FY25. After manual corrections, the report now reflects accurate balances.**
- **Budget FY26 update - Despite higher than normal start of year expenditures, cash on hand grew by 2% year-over-year. As of July, 31% of the budget remains unencumbered. Current budget capacity: \$245,000, though \$100,000 will be needed for classified staff wages, leaving - \$145,000 available.**

- FY24 Financial Audit - **FY24 Financial audit is underway; supporting documentation is being complied and provided. Some outstanding items (e.g., conflict of interest forms from 2023) are still being located.**

B. School Board

C. Administrator – Christina Ramirez

- Data update – **Mastery Connect system is active and will be used for upcoming district benchmarks. Leadership expressed enthusiasm about reviewing growth data, particularly with this year’s later start.**
- Title 1 Reading Night – **We had a strong turnout of students and families. Activities included a campfire-themed read-aloud, pajamas, and hot dogs. This event successfully built community connections and excited students about reading.**
- Mohave Fair – **Mohave County Fair participation confirmed; student’s entries have been accepted. Field trip is scheduled Thursday, September 11<sup>th</sup>, with students attending exhibits and enjoying lunch at the park.**
- Celebrating success – **A parent email highlighted appreciation for the district’s focus on student success and supportive environment. Leadership emphasized the importance of welcoming new families and building strong relationships.**

### **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 August 12, 2025  
**Motioned to approve the board agenda by Pam Adams,**  
**2<sup>nd</sup> Motion by Valerie Grimes** **Passed 3-0**
- B. Approval of Donations: **None for this meeting**
- C. Approval of Accounts Payable Vouchers 2589, 2656, 2657, 2658, 2659  
**Motioned to approve Accounts Payable vouchers by Valerie Grimes, 2<sup>nd</sup>**  
**Motion by Pam Adams** **Passed 3-0**
- D. Approval of Payroll Vouchers 2604, 2605, 2606  
**Motioned to approve Payroll Vouchers by Pam Adams, 2<sup>nd</sup> Motion by Pam**  
**Adams** **Passed 3-0**

### **IV. Old Business**

- A. Discussion and possible action on Auditor General – Corrective Action Plan Report - Update on withheld funds – **The corrective action plan addressing all 41 findings has been completed and uploaded. Supporting data was submitted, and confirmation was emailed to the Auditor General’s Office. No response has yet been received; further updates will be provided once feedback is available. No board action required at this time.**

B. Discussion and possible action regarding Social Security letters to the district regarding FY23 and FY24 - **2022 contributions were successfully posted following employees presenting documents to Social Security. 2023 remains unresolved due to incorrect paperwork submitted incorrectly previously, showing progress in resolving the issue. 2024 has been corrected, reported and is reflected in the system. The matter is undergoing review, with updates to follow as Social Security Administration processes the 2023 data. Only Discussion, no action needed.**

C. Discussion and possible action on 2<sup>nd</sup> Read of Advisory Policies #'s 792 – 800

**Motioned to table Advisory Policies #'s 792-800 for next month's meeting by Pam Adams, 2<sup>nd</sup> Motion by Valerie Grimes Passed 3-0**

No. 792 ..... Policy BBBA — Board Member Qualifications  
No. 793 ..... Policy GCF — Professional Staff Hiring  
No. 794 ..... Policy GDF — Support Staff Hiring  
No. 795 ..... Policy IHA — Basic Instructional Program  
No. 796 ..... Policy IKF — Graduation Requirements  
No. 797 ..... Policy JFABC — Admission of Transfer Students  
No. 798 ..... Policy JFB — Open Enrollment  
Regulation JFB-R — Open Enrollment  
No. 799 ..... Policy JHD — Exclusions and Exemptions from  
School Attendance  
Regulation JHD-R — Exclusions and Exemptions from  
School Attendance  
Exhibit JHD-EA — Exclusions and Exemptions from School  
Attendance  
Exhibit JHD-EB — Exclusions and Exemptions from School  
Attendance  
No. 800 ..... Regulation JLCD-R — Medicines / Administering  
Medicines To Students

C. Discussion and possible action on 2<sup>nd</sup> Read of Advisory Policies #'s 801-807

**Motioned to table Advisory Policies #'s 801-807 for next month's meeting by Pam Adams, 2<sup>nd</sup> Motion by Valerie Grimes Passed 3-0**

No. 801 ..... Policy BAA — Evaluation of School Board /  
Board Self-Evaluation  
No. 802 ..... Policy DJE — Bidding / Purchasing Procedures  
Regulation DJE-R Bidding / Purchasing Procedures  
No. 803 ..... Policy GCFC — Professional Staff Certification and  
Credentialing Requirements  
Exhibit GCFC-E — Professional Staff Certification and  
Credentialing Requirements  
804 ..... Policy GDFA — Support Staff Qualifications and  
Requirements  
Exhibit GDFA-E — Support Staff Qualifications and  
Requirements

- No. 805 ..... Policy IGA — Curriculum Development
- No. 806 .....Policy IMG — Animals in Schools  
Regulation IMG-R — Animals in Schools
- No. 807 ..... Regulation JLCD-R — Medicines / Administering  
Medicines To Students

D. Discussion and possible action on 2<sup>nd</sup> Read Advisory Policies #'s 809-818

**Motioned to table Advisory Policies #'s 809-818 for next month's meeting by  
Pam Adams, 2<sup>nd</sup> Motion by Valerie Grimes Passed 3-0**

- No. 809 .....Policy A — District Mission and Belief Statement
- No. 810 .....Policy AA — School District Legal Status  
**DELETED** Exhibit AA-E — School District Legal Status
- No. 811 ..... Policy ABA — Community Involvement in Education
- No. 812 .....Policy ABAA — Parental Involvement
- No. 813 .....Policy AC — Nondiscrimination / Equal Opportunity  
Regulation AC-R — Nondiscrimination / Equal Opportunity  
Exhibit AC-E – Nondiscrimination / Equal Opportunity
- No. 814 .....Policy ACA – Sexual Harassment  
Regulation ACA-R – Sexual Harassment  
Exhibit ACA-E — Sexual Harassment
- No. 815.....Policy ACAA – Title IX Sex Discrimination  
Regulation ACAA-R – Title IX Sex Discrimination
- No. 816 **DELETED** .....Policy AD — Education Philosophy/  
School District Mission
- No. 817 ..... Policy GBK — Staff Grievances
- No. 818 .....Policy JII — Student Concerns, Complaints, and  
Grievances

E. Discussion and possible action on 2<sup>nd</sup> Read of  
Advisory Policies #'s 909 – 914

**Motioned to table Advisory Policies #'s 909-914 for next month's meeting by  
Pam Adams, 2<sup>nd</sup> Motion by Valerie Grimes Passed 3-0**

- No. 909 ..... Policy EB — Environmental and Safety Program
- No. 910 ..... Policy GCQF — Discipline, Suspension and  
Dismissal of Professional Staff Members
- No. 911 ..... Policy IKF — Graduation Requirements
- No. 912 ..... Policy JLC — Student Health Services and  
Requirements
- No. 913 ..... Policy JLCD — Medicines/Administering  
Medicines to Students
- No. 914 .....Policy JLF — Reporting Child Abuse/Child  
Protection

## **V. New Business**

- A. Discussion and possible action on approval of Student Council Mission Statement

**Motioned to move this agenda item to the beginning of the meeting by Pam Adams, 2<sup>nd</sup> Motion by Leanne Donason** **Passed 3-0**

**Our Student Council President and Vice President presented to the board their Mission statement that the council worked on for the school. The Student Council has asked to approve the Mission statement for Student Council.**

**Motioned to approve the Mission statement by Pam Adams, 2<sup>nd</sup> Motion by Leanne Donason.** **Passed 3-0**

**Motioned to move back the agenda by Pam Adams, 2<sup>nd</sup> Motion by Valerie Grimes** **Passed 3-0**

- B. Discussion and possible action FY26 Expenditure Budget Revision – **A change log was presented summarizing modification to the FY26 budget. Revisions were required due to the adopted budget being approved under provisions in place prior to the end of the Arizona state legislator session. The revision included: addition to overall budget capacity, updated tax rate, alignment of auditing service budget with board-approved contract, adjustment of federal grant budget to match final allocations, allocation of additional capacity to the capital budget. The revised budget was presented as accurate and timely.**

**Motioned to revise the FY26 budget by Valerie Grimes, 2<sup>nd</sup> Motion by Pam Adams** **Passed 3-0**

- C. Discussion and possible action of the FY24 AFR revision – **An error was identified in revenue postings between fiscal years 2024 and 2025. This information was confirmed by the Mohave County Educational Services Center. Several corrective journal entries were prepared following guidance from the Auditor General's office and CWDL audit service.**

**Motioned to request the revision of the AFR by Pam Adams, 2<sup>nd</sup> Motion by Valerie Grimes** **Passed 3-0**

- D. Discussion and possible action for Emergency Shutdown for September 2, 3, and 4<sup>th</sup>

**1. A water line break at Petro caused an emergency shutdown of school facilities. Communication with families was handled effectively through ParentSquare, which proved highly efficient compared to traditional phone calls. Employees made phone calls as well to make sure all families were notified. Most students were picked up by parents; only two students rode the bus home. The instructional impact, was that school was closed on Wednesday and Thursday due to the water break.**

Parent-teacher conferences proceeded as scheduled, supported by temporary facilities (porta-potties), ensuring minimal disruption.

2. Decision was requested by our board members to consider pay options for our employees for the days school was not open.

Option 1: Declare staff as working from home under superintendent guidance (with documentation in payroll notes) to pay hourly & salary employees.

Option 2: Apply leave time, with the board approving the addition of two extra leave time to offset the emergency closure. Both options were considered audit-compliant.

Board action to approve Option 1, formally recognizing employees as working from home and ensuring they would be paid for the emergency closure days. The decision aligns with policy.

Motioned to approve option 1 to pay employees by Valerie Grimes, 2<sup>nd</sup>  
Motion by Pam Adams Passed 3-0

### 3. Water Supply and Self-Sufficiency

#### 1. Impact of Recent Shutdowns

- The school's reliance on Petro for water has led to repeated shutdowns, creating instructional, financial, and operational challenges.
- Concerns were raised regarding long-term sustainability and the need for the district to become self-sufficient in water supply.

#### 2. Water Quality Concerns

- Past reports (2021) indicated the presence of radium, arsenic, and petroleum byproducts in the Petro-supplied water.
- Some information may not have been communicated to the board at the time.
- Current testing by contractors is limited and does not include all contaminants.

#### 3. Historical Context

- Documentation shows the Arizona School Facilities Division (SFD) funded construction of the school in 2000.
- Unclear or undocumented agreements exist regarding Petro as the water source.
- Past efforts included installation of water stations with filtration, though equipment is outdated and replacement filters are no longer available.

#### **4. Proposed Solutions**

- The superintendent recommended pursuing support from SFD for:
  1. A new well dedicated to the district.
  2. A 50,000-gallon potable water storage tank for emergency use.
  3. A commercial-grade water filtration system, to be maintained by the district.
- Interim improvements include replacing unsightly bathroom vanities with modern water bottle filling stations, fully funded within existing authority.

#### **5. Board Action**

- The board approved a motion directing administration to:
  1. Continue researching historical agreements and water source documentation.
  2. Formally request SFD funding for a well, storage tank, and filtration system.
- The board expressed strong support for ensuring safe, reliable, and independent water access for students and staff.

**Motioned to approve to move forward with water situation by Pam Adams,  
2<sup>nd</sup> Motion Valerie Grimes Passed 3-0**

- E. Discussion and possible action to the revision of Advisory Policy GCCC-EC Professional/Support Staff Leaves of Absence Without Pay – Your Rights under the Family and Medical Leave Act of 1993 –

**The board reviewed proposed updates to the district’s Family and Medical Leave Act (FMLA) policy to ensure clarity and compliance with federal guidelines.**

**Key revisions included:**

- 1. Job Restoration Clause – Added language specifying that exercising FMLA options do not release the employer from federal job restoration requirements, ensuring employees are reinstated to their original or equivalent positions.**
- 2. Terminology Adjustment – Revised policy wording to state that employees *must* be restored to their original or equivalent positions, replacing the previous phrase “most employees.”**
- 3. Removal of Conflicting Language – Eliminated a sentence suggesting that accrued benefits could not be depleted during FMLA leave, as it conflicted with federal provisions allowing the use of accrued leave during FMLA.**

The board emphasized that while some provisions in the policy (such as employee eligibility thresholds) do not directly apply to the district due to its size, they remain part of the policy because they reflect verbatim federal law.

**Motioned to revise Advisory Policy GCCC-EC by Pam Adams, 2<sup>nd</sup> Motion by Valerie Grimes**  
**Passed 3-0**

F. 1<sup>st</sup> Read of Advisory Policies #'s 915-916

**Motioned to table Advisory Policies' # 792-800 for next month's meeting by Valerie Grimes, 2<sup>nd</sup> Motion by Pam Adams**  
**Passed 3-0**

No. 915 .....Policy GDFA — Support Staff Qualifications and Requirements

No. 916 ....Policy IKF — Graduation Requirements (Additional language for Accommodation Schools Only)

### **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: 5:10 PM**

Scheduled Future Meetings:

October 14, 2025

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 September 4, 2025.

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Leanne Donason, Governing Board President

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Date