

NOTICE OF PUBLIC MEETING  
**HACKBERRY ELEMENTARY SCHOOL DISTRICT #3**  
**GOVERNING BOARD REGULAR MEETING MINUTES**  
**CEDAR HILLS SCHOOL 9501 NELLIE DR. KINGMAN, AZ. 86401**  
**Tuesday January 13, 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, 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**

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

**G. Motion to enter the Board Organizational Meeting**

**First Motion to enter into Board Organizational Meeting by Pam Adams, Second Motion by Valerie Grimes  
Passed 5-0**

- Election of Hackberry School Board President  
**First Motion to nominate Leanne Donason by Valerie Grimes, Second Motion by Charla Loomis  
Passed 5-0**
- Election of Hackberry School Board Vice President  
**First Motion to nominate Pam Adams by Tammy Herrera, Second Motion by Valerie Grimes  
Passed 5-0**
- Setting of board meeting calendar  
**First Motion to approve the board meeting calendar by Leanne Donason, Second Motion by Tammy Herrera  
Passed 5-0**

**H. Motion to enter back into Regular Board Meeting**

## **II. Reports**

### **A. Business Manager-Sam Dell**

- Financial Report

**Sam Dell reported that as of November 30, 2025, the district has approximately \$52,000 more in the bank than at the same time last year. Overall, the district's budget is in good standing as of November. The staff leave plan summary reflects that employees are accruing PTO, vacation, and sick time as expected.**

**He also shared that the district is projected to receive an estimated \$150,000 to \$200,000 in additional funds, which is very positive news. The Student Council reported a balance of \$4,342.47 at the end of November, not yet including the strong results from their December silent auction, which brought in approximately \$700.**

- Budget FY26 update

**The budget of FY26 after hiring five new employees as of December 31<sup>st</sup> 2025 we have \$85,333.90 more than back on the same day of the previous year.**

- FY24 & FY25 Financial Audit

**Audits performed (second half of fieldwork done recently). Administration awaiting USFR (Uniform School Financial Report) draft and finalized audited financial reports.**

**Dan Johnson (auditor) expected to present audit findings at the April board meeting.**

**Findings include continuing deficiencies (some repeated from prior years) and new items — corrective action required.**

**Notable audit finding requiring executive session. Pam Adams motion to go into executive session to discuss findings.**

### **B. School Board – Leanne Donason expressed how wonderful the silent auction and the Christmas concert was for all that attended. This will be hard to top.**

### **C. Administrator – Christina Ramirez**

**Administrator reported second benchmark data shows student growth but also identified curricular areas lacking rigor relative to the new benchmark system's predictive model for state tests. Teachers + admin scheduled a data meeting (Friday) to plan targeted interventions.**

## **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 December 9, 2025**

**First Motion to approve the Regular Board Meeting minutes December 9,**

**2025 by Tammy Herrera, Second Motion by Valerie Grimes**

**Passed 5-0**

**B. Approval of Donation List**

**First Motion to approved thank you's to the generous donors for their donations by Pam Adams, Second Motion by Tammy Herrera**

**Passed 5-0**

**C. Approval of Accounts Payable Vouchers - 2614, 2615, 2617, 2618**

**Valerie Grimes clarified 2616 was approved with 2614, 2615, 2617, 2618 with a First Motion to approve the payables by Tammy Herrera, Second Motion by Valerie Grimes**

**Passed 5-0**

**D. Approval of Payroll Vouchers - 2670, 2671, 2672, 2673, 2674**

**First Motion to approve Payroll Vouchers by Pam Adams, Second Motion by Tammy Herrera**

**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 expressed that this list will be worked on to help with correcting our findings.**

**Administration indicated a target to compile the USFR packet and supporting items; Auditor General staff have expressed interest in the USFR as a potential final step. Administration aims for a complete USFR package by March 31 (discussed as the date to have documentation ready). If supplied promptly, AG may consider that the final review.**

**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. Architect/administration continuing to track.**

**C. Discussion and possible action of water quality report**

**Update: SFD architect (Lance Brown, EMC Squared) inspected site and facilitated vendor quotes. Greenfield Dynamics provided a quote under \$50,000 (within SFD approval threshold); Lance will assist district to submit project to SFD for approval/funding. Administration pursuing submission and funding.**

**D. Discussion and possible action on creating a high school**

**Update: Initial planning meeting with a State Board of Education representative (referred to as "Rico"). Sam Dell sent a letter outlining intentions to create a high school program. Next steps: administration (academic lead) to draft curriculum/academic plan; Sam Dell to lead financial modeling. Plan to present draft to Rico at month-end and likely present to State Board in April (in Phoenix). Required notifications/letters:**

**county superintendent (John Warren) needs to be notified; a county letter of recommendation is part of the state submission process. Administration will obtain guidance and present a formal plan.**

**V. New Business**

- A. Discussion and Possible action for the approval of the new contract with Frontier  
**First Motion to approve the new contract with Frontier by Pam Adams, Second Motion by Charla Loomis** **Passed 5-0**
- B. Discussion and possible action for the approval of the 2026-2027 School Calendars
  - Bell Schedule
  - Transportation Schedule**First Motion to approve the SY26-27 calendars, bell schedule, and transportation schedule by Pam Adams, Second Motion by Valerie Grimes** **Passed 5-0**
- C. Discussion and possible action of the approval of the revised Advisory Policy GCD – Professional Staff Vacations and Holidays  
**First Motion to approve additional holidays to the revised Advisory Policy by Tammy Herrera, Second Motion by Charla Loomis** **Passed 5-0**
- D. Discussion and possible action of the approval of the FY27 Certified placement Schedule  
**First Motion to approve the FY27 Certified placement schedule by Charla Loomis, Second Motion by Pam Adams** **Passed 5-0**
- E. Discussion and possible action of approval of the FY27 Classified placement Schedule  
**First Motion to approve the FY27 Classified placement schedule by Leanne Donason, Second Montion by Pam Adams** **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:

February 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 January 8, 2026.

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Leanne Donason, Governing Board President

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Date