

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

**REGULAR BOARD MEETING MINUTES:**

**I. Opening Items**

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

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

**Motion to approve the November Board Agenda by Pam Adams, 2<sup>nd</sup> Motion by Valerie Grimes**  
**Passed 5-0**

**II. Reports**

**A. Business Manager-Sam Dell**

- Financial Report
- Budget FY26 update
- FY24 & FY25 Financial Audit

**Sam updated us on the recent budget and financial report. Sam stated that he received his letter grade “A” and appears we are doing an excellent job. Our budget analysis for FY 2026 will not need any revisions. It was stated that not all tax revenue is in so next month we will show a different budget report. We are in great shape. December 15 auditors will be on campus, and we will have a report on their findings and will be reviewed in April.**

B. School Board – **Leanne reported that the Veteran’s Day assembly was a touching and wonderful assembly.**

C. Administrator – Christina Ramirez

- Trunk or Treat  
**Trunk or Treat was a success and a great turn out. We had the Sheriff department and Fire department visit our event. All the parents who used their vehicles and donated candy it was so wonderful. We always do our best to make sure our families and students have fun.**
- Letter Grade/Assembly  
**We will have a celebration for our Letter B grade to honor our staff for all the work they do for our students. We will acknowledge the students who are proficient or have shown growth in academic achievement. We will have this celebration on November 18, 2025.**

### **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 October 14, 2025  
**Motion to approve the Regular Board Meeting by Tammy Herrera, 2<sup>nd</sup>**  
**Motion by Valerie Grimes** **Passed 5-0**
- B. Approval of Donations  
**Motion to approve “thank you’s” to the donors this month by Charla Loomis, 2<sup>nd</sup>**  
**Motion by Tammy Herrera** **Passed 5-0**
- C. Approval of the Asset Disposal Request  
**Motion to approve the asset disposal request by Leanne Donason, 2<sup>nd</sup>**  
**Motion by Tammy Herrera** **Passed 5-0**
- D. Approval of Accounts Payable Vouchers 2662, 2663, 2664, 2665  
**Motion to approve payable vouchers 2662, 2663, 2664, 2665 by Pam Adams, 2<sup>nd</sup>**  
**Motion by Tammy Herrera** **Passed 5-0**
- E. Approval of Payroll Vouchers 2609, 2610, 2611  
**Motions to approve payroll vouchers 2609, 2610. 2611 by Pam Adams, 2<sup>nd</sup>**  
**Motion by Valerie Grimes** **Passed 5-0**

### **IV. Old Business**

- A. Discussion and possible action on Auditor General – Corrective Action Plan  
Report - Update on withheld funds  
**Still awaiting Audit General response to the recent submission.**
- B. Discussion and possible action regarding Social Security letters to the district regarding FY23 and FY24  
**Discussion on the update of Social Security. FY 23 has not been updated as**

of yet.

- C. Discussion and possible action regarding the SFD Kitchen Fire System Grant  
**Updated – Fire Department did an inspection on October 30<sup>th</sup>. It was stated that the system is out of date and needs to be replaced. Fire department will send a letter to state that so that we can move forward and get this paid for.**
- D. Discussion and possible action of water quality report  
**Motion to approve to move forward with getting bids on a whole school filtration system. Requested to do further research to ensure filtered water will not damage the pipes, by Pam Adams, 2<sup>nd</sup> Motion by Valerie Grimes  
Passed 5-0**

## **V. New Business**

- A. Discussion and possible action for the resignation of Jessica Paul for SY25  
**Motioned to approve resignation of Jessica Paul for SY25 and not approve payment of sick leave accrual which is stated in the policy must be employed with the district for 5 years by Valerie Grimes, 2<sup>nd</sup> Motion by Tammy Herrera  
Passed 5-0**
- B. Discussion and possible action regarding Hackberry Small School Fund  
**Updated the Hackberry Small School Fund, according to the Mohave Superintendents office, we are told we cannot spend it on the following needs we have such as the parking lot getting redone, and the HVAC maintenance. There is \$56,648.00 in this fund but according to the words of the legislation we are unable to use it on those needs we have. We differ by in the interpretation of the legislation. We will fully investigate this matter to get a better understanding of how this money can be spent.**
- C. Discussion and possible action on creating a high school  
**Board agreed to create a high school. Sam and Christina will investigate this more and come next month with more information on how to create the high school and what our options are.**
- D. Discussion and possible action on the makeup day to be scheduled for November 24, 2025  
**Motioned to schedule November 24, 2025, as our makeup day by Pam Adams, 2<sup>nd</sup> Motion by Leanne Donason  
Passed 5-0**
- E. Discussion and possible action to approve Student Council Fundraisers.  
**Motion to approve Student Council Fundraisers – Christmas ornament in a Gift Bag by Pam Adams, 2<sup>nd</sup> Motion by Valerie Grimes  
Passed 5-0**
- F. Discussion and possible action of the revision for the Business Manager Contract for FY26  
**Motion to approve the revision for the Business Manager contract to increase salary by \$10,000 for FY26 by Pam Adams, 2<sup>nd</sup> Motion by Tammy Herrera  
Passed 5-0**

G. Discussion and possible action of the increase of Special Education Purchase Order FY26

**Motion to increase the Special Education Purchase Order for FY26 by  
Tammy Herrera, 2<sup>nd</sup> Motion by Pam Adams Passed 5-0**

H. Discussion and possible action to revise the Classroom Site fund for SY 25-26

**Motion to approve the revision of the Classroom Site Fund for SY 25-26 by  
Pam Adams, 2<sup>nd</sup> Motion by Leanne Donason 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:

December 9, 2025

**Meeting adjourned at 5:35**

**Motion to adjourn by Valerie Grimes, 2<sup>nd</sup> Motion by Leanne Donason Passed 5-0**

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 October 9, 2025.

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Leanne Donason, Governing Board President

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Date