

NOTICE OF PUBLIC MEETING
HACKBERRY ELEMENTARY SCHOOL DISTRICT #3
GOVERNING BOARD REGULAR MEETING MINUTES
CEDAR HILLS SCHOOL 9501 NELLIE DR. KINGMAN, AZ. 86401
Tuesday August 11, 2026 @ 4:00 pm

REGULAR BOARD MEETING MINUTES:

I. Opening Items

A. Call to Order : 3:55pm

B. Roll Call – Leanne Donason, 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 by 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 the Board Agenda by Tammy Herrera, second motion by Pam Adams
Passed 4-0

II. Reports

A. Business Manager-Sam Dell

- Financial Report
- Budget FY27 update
- Return of noncompliance withholding

Sam Dell presented the end-of-year financial report. The general ledger for June reflected a year-over-year increase of \$188,000, and cash on hand remained stable. As of July 31, the first cash reconciliation report showed \$171,000 in additional funds in the bank.

During July, the district paid several major annual and monthly obligations, including the bus loan payment and the full-year insurance payment to the Trust. After these expenditures, the district still reported \$823,000 cash on hand,

compared to \$651,000 at the same time last year. Overall, this represents a strong financial position and a positive report.

The district was also notified of a \$5,589.02 return of noncompliance withholdings from the prior year. This item appeared on the Board of Education agenda.

B. School Board

Pam Adams expressed that she had a good visit at the school. She said it was a wonderful visit.

C. Administrator – Christina Ramirez

- First week of School
- Teachers
- Policy Services Alerts

The first week of school went well for both teachers and students. Classrooms were filled with excitement, and instruction has begun. Teachers are off to a strong start.

Christina Ramirez informed the Board of the recent policy service alerts related to legislation approved by the Governor in April and June. The most significant update is the change to the statewide testing window. Testing will now begin during the second week of April, and the window has been extended from four weeks to six weeks. This change is expected to benefit students and provide additional flexibility for schools.

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 July 14, 2026
**First motion to approve the Regular Board Meeting by Pam Adams,
Second motion by Valerie Grimes** **Passed 4-0**
- B. Approval of Donations
- C. Approval of Accounts Payable Vouchers - 2693, 2695, 2751, 2752
**First motion to approve the Accounts Payable Vouchers by Tammy
Herrera, Second motion by Valerie Grimes** **Passed 4-0**
- D. Approval of Payroll Vouchers - 2702, 2703
**First motion to about Payroll Vouchers by Valerie Grimes, Second
motion by Tammy Herrera** **Passed 4-0**

IV. Old Business

- A. Discussion and possible action of the presentation of the High School

Updated: We have not heard back from Arizona Administrative Association about our high school. The district will continue to work towards our goal.

- B. Discussion and possible action of the approval of purchasing a shed for storage

Update: Still considering the options of what type of shed that is needed for storage and its location.

- C. Discussion and possible action of the approval of the renovations for modular building

Update: Still considering the options for renovations.

- D. Discussion and possible action of the approval to purchase new boardroom chairs

First motion to approve the purchase of 8 new boardroom chairs by Valerie Grimes, Second motion by Tammy Herrera Passed 4-0

VI. New Business

- A. Discussion and possible action of the Parent and Family Engagement Policy SY26-27

First motion to approve the Parent and Family Engagement Policy SY 26-27 by Pam Adams, Second motion by Valerie Grimes Passed 4-0

- B. Discussion and possible action of the Emergency Operations Plan (EOP) SY26-27

First motion to approve the Emergency Operations Plan SY26-27 by Valerie Grimes, Second motion by Tammy Herrera Passed 4-0

- C. Discussion and possible action of the 1st Read of Policy Advisory Numbers 1047 – 1064

Policy Advisory No. 1047Policy BEDB — Agenda
**First motion to approve Policy BEDB – agenda by Pam Adams,
Second motion by Valerie Grimes Passed 4-0**

Policy Advisory No. 1048 Policy CBA — Qualifications
and Duties of The Superintendent

**First motion to approve Policy CBA – Qualifications and Duties of the Superintendent by Pam Adams, Second motion by Tammy Herrera
Passed 4-0**

Policy Advisory No. 1049Policy DJ —Purchasing Ethics
**First motion to approve Policy DJ - Purchasing Ethics by Valerie
Grimes, second motion by Tammy Herrera Passed 4-0**

Policy Advisory No. 1050Policy DJE — Bidding /
Purchasing Procedures
**First motion to approve the Policy DJE – Bidding/Purchasing
Procedures by keeping the written price quotations of at least 3
vendors to \$10,000 by Leanne Donason, second motion by Valerie
Grimes Passed 4-0**

Policy Advisory No. 1051Policy IHA — Basic
Instructional Program
**First motion to approve Policy IHA – Basic Instructional Program by
Leanne Donason, second motion by Pam Adams Passed 4-0**

Policy Advisory No. 1052 Regulation IHB-R — Special
Instructional Programs
**First motion to approve Policy Regulation IHB-R – Special Instruction
Programs by Tammy Herrera, second motion by Valerie Grimes
Passed 4-0**

Policy Advisory No. 1053 Regulation IKE-RB —
Promotion and Retention of Students
**First motion to approve Regulation IKE-RB Promotion and Retention
of Students by Pam Adams, second motion by Leanne Donason
Passed 4-0**

Policy Advisory No. 1054Policy IKF — Graduation Requirements
**First motion to approve Policy IKF - Graduation Requirements by
Leanne Donason, second motion by Pam Adams Passed 4-0**

Policy Advisory No. 1055 NEW Regulation JF-R —
Student Admissions
**First motion to table all of J policies until next board meeting on
September 8, 2026 by Tammy Herrea, second motion by Pam Adams
Passed 4-0**

Policy Advisory No. 1056 NEW Regulation JFAA-R —
Admission of Resident Students

**First motion to table all of J policies until next board meeting on
September 8, 2026 by Tammy Herrea, second motion by Pam Adams
Passed 4-0**

Policy Advisory No. 1057 NEW Regulation JFAB-R —
Tuition / Admission of Nonresident Students

**First motion to table all of J policies until next board meeting on
September 8, 2026 by Tammy Herrea, second motion by Pam Adams
Passed 4-0**

Policy Advisory No. 1058 NEW Regulation JFABC-R —
Admission of Transfer Students **First**

**motion to table all of J policies until next board meeting on
September 8, 2026 by Tammy Herrea, second motion by Pam Adams
Passed 4-0**

Policy Advisory No. 1059 NEW Regulation JFABD-RB —
Admission of Homeless Students **First**

**motion to table all of J policies until next board meeting on
September 8, 2026 by Tammy Herrea, second motion by Pam Adams
Passed 4-0**

Policy Advisory No. 1060NEW Regulation JFABDA-RB —
Admission of Students in Foster Care

**First motion to table all of J policies until next board meeting on
September 8, 2026 by Tammy Herrea, second motion by Pam Adams
Passed 4-0**

Policy Advisory No. 1061NEW Regulation JFB-RB — Open
Enrollment

**First motion to table all of J policies until next board meeting on
September 8, 2026 by Tammy Herrea, second motion by Pam Adams
Passed 4-0**

Policy Advisory No. 1062Policy JJAB — Limited Open /
Closed Forum

**First motion to table all of J policies until next board meeting on
September 8, 2026 by Tammy Herrea, second motion by Pam Adams
Passed 4-0**

Policy Advisory No. 1063Regulation JR-R — Student Records
**First motion to table all of J policies until next board meeting on
September 8, 2026 by Tammy Herrea, second motion by Pam Adams
Passed 4-0**

Policy Advisory No. 1064Policy KFA — Public Conduct on
School Property
**First motion to approved the Policy KFA – Public Conduct on School
Property by Pam Adams, second motion by Leanne Donason
Passed 4-0**

Policy Advisory No. 1065.....Policy DGD —
Credit Cards Regulation DGD-R — Credit Cards
Exhibit DGD-E — Credit Cards
**First motion to approve Policy Advisory No. 1065 Policy DGD by
Valerie Grimes, second motion by Pam Adams Passed 4-0**

Announcements

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

Adjournment: 5:10PM

Scheduled Future Meetings:
September 9, 2025

Leanne Donason, Governing Board President

Date