

NOTICE OF PUBLIC MEETING
HACKBERRY ELEMENTARY SCHOOL DISTRICT #3
GOVERNING BOARD REGULAR MEETING
CEDAR HILLS SCHOOL 9501 NELLIE DR. KINGMAN, AZ. 86401
Tuesday, April 14, 2025 @ 4:00 pm

REGULAR BOARD MEETING MINUTES:

I. Opening Items:

A. Call to Order: Leanne Donason @ 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 to 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

2. Limited to the agenda items only

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

F. Approval of the Board Agenda

First Motioned by Valerie Grimes, 2nd Motioned by Tammy Herrera

Passed 5-0

II. Reports

A. Business Manager – Sam Dell

- Financial Report –
- Budget FY26 update –

Sam has reported that our budget and report is in a positive direction and continues to move in that direction. In the future, we could increase our budget by \$236,000 and possibility to roll over funds next year. The Student Council is doing well on their balances and giving back to our school.

B. School Board - **Leanne asked about the track meet. We will go on April 30th.**

C. Administrator – Christina Ramirez

- State testing

We have had a successful testing period. Our students are ready and trying their best. I am very proud of them.

- **Easter Baskets**
Rotary Club donated an easter basket for every student. Foothills Bank delivered them to our school. We are so thankful.
- **Staffing**
With Sam's business manager abilities, we will bring in three teachers next year. We have interviewed them and feel they will be an awesome addition to our school.

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.

- Approval of the Regular Board Meeting Minutes March 10, 2026**
First Motioned to approve the minutes Pam Adams, 2nd Motion
by Charla Loomis **Passed 5-0**
- Approval of Donation List**
First Motioned to approve "Thank You's" by Valerie Grimes, 2nd
Motioned by Pam Adams **Passed 5-0**
- Approval of Accounts Payable Vouchers – 2682, 2683, 2684, 2685**
First Motioned to approve payable vouchers by Pam Adams,
2nd Motioned by Charla Loomis **Passed 5-0**
- Approval of Payroll Vouchers – 2623, 2624**
First Motioned to approve payroll vouchers by Tammy Herrera,
2nd Motioned by Valerie Grimes **Passed 5-0**

IV. Old Business

- Discussion and possible action on the approval on FY 24-25 Audit**
Roll call to approve the FY24-25 audit report Motioned by
Leanne Donason, Pam Adams, Charla Loomis, Tammy Herrera,
and Valerie Grimes **Passed 5-0**
- Discussion and possible action on Auditor General – Corrective**
Action Plan Report - Update on withheld funds
Updated on Corrective Action Plan
- Discussion and possible action regarding the SFD Kitchen Fire**
System Grant
Update on Kitchen Fire System, scheduled for repairs

- D. Discussion and possible action of the presentation of the High School and the approval of an April 20th open meeting for the public
First Motion to approve the open meeting for the public on April 20th by Valerie Grimes, 2nd Motioned by Tammy Herrera
Passed 5-0

V. New Business

- A. Discussion and possible action of the Preschool
First Motioned to approve the recertification for the Preschool by Tammy Herrera, 2nd Motion by Charla Loomis
Passed 5-0
- B. Discussion and possible action of the approval of the resignation from Synthia Mariscal Principal's Secretary for SY 26-27
First Motioned to approve the resignation from Synthia Mariscal by Leanne Donason, 2nd Motion by Pam Adams
Passed 5-0
- C. Discussion and possible action of the approval of the acceptance of the resignation from Michael Lund-Maintenance/Custodian
First Motioned to approval of the resignation from Michael Lund by Valerie Grimes, 2nd Motion by Tammy Herrera
Passed 5-0
- D. Discussion and possible action of the approval of a culinary stipend for food Service in the amount of \$1250
First Motioned to approve the culinary stipend for Kim Patterson with the correction in the amount of \$2500 for food service by Leanne Donason, 2nd Motion by Pam Adams
Passed 5-0
- E. Discussion and possible action of the approval of a contract for Special Education services for SY 26-27
First Motioned to approve the contract for Special Education Services, Canyon State Educational Services for SY 26-27 by Tammy Herrera, 2nd Motion by Charla Loomis
Passed 5-0
- F. Discussion and possible action for the approval of A to Z Refrigeration pricing agreement
First Motioned to approve the A to Z Refrigeration pricing agreement by Pam Adams, 2nd by Charla Loomis
Passed 5-0
- G. Discussion and possible action of the approval of vacation payout for Christina Ramirez and Samuel Dell

First Motioned to approve the vacation payout for Christina Ramirez and Samuel Dell by Valerie Grimes, Pam Adams, 2nd Motion by Pam Adams, Leanne Donason Passed 5-0

- H. Discussion and possible action of the approval of the equipment agreement for students for SY 26-27
First Motioned to approve the District equipment agreement for students for SY 26-27 with suggestions to add pictures of equipment and the cost of liability by Pam Adams, 2nd Motion by Tammy Herrera Passed 5-0
- I. Discussion and possible action of the School Parking lot
First Motioned to approve the School Parking bids and accept the bid that will do the best job based the decision of the Business Manager by Pam Adams, 2nd Motion by Leanne Donason Passed 5-0
- J. Discussion and possible action of the approval of SY 26-27 Certified Teacher for Middle School – Arlene Nicolas
First Motioned to approve the contract of the Middle School teacher – Arlene Nicolas for SY 26-27 by Pam Adams, 2nd Motion by Charla Loomis Passed 5-0
- K. Discussion and possible action of the approval of SY 26-27 Certified Teacher for Grades 2-3 – Karry Whitten
First Motioned to approve the contract of the Middle School teacher – Karry Whitten for SY 26-27 by Valerie Grimes, 2nd Motion by Pam Adams Passed 5-0
- L. Discussion and possible action of the approval of the resignation of Oystein Thorsen
First Motioned to approve the resignation of Oystein Thorsen by Pam Adams, 2nd Motion by Valerie Grimes Passed 5-0
- M. Discussion and possible action to Motion to enter into Executive Session for Personnel Matter
No need for executive session
- N. Discussion and possible action of the approval of E-Rate
First Motioned to approve the renewal for E-Rate by Pam Adams, 2nd Motion by Valerie Grimes Passed 5-0
- O. Discussion and possible action of the approval of SFD Annual Preventive Maintenance
First Motioned to approve the SFD Annual Preventive Maintenance by Pam Adams, 2nd by Leanne Donason Passed 5-0

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 creating the Agenda***

Adjournment 6:12 PM

Scheduled Future Meetings:

May 12, 2026

The agenda will be posted on the bulletin board outside of the District Office and our District Website 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 February 5, 2026.

Leanne Donason, Governing Board President

Date