

NOTICE OF PUBLIC MEETING  
**HACKBERRY ELEMENTARY SCHOOL DISTRICT #3**  
**GOVERNING BOARD REGULAR MEETING MINUTES**  
CEDAR HILLS SCHOOL 9501 NELLIE DR. KINGMAN, AZ. 86401  
Tuesday July 8, 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**

**B. Roll Call: Leanne Donason, Pam Adams, Tammy Herrera, Valerie Grimes,  
Brian Wright (Via Google meet), Sam Dell, Christina Ramirez**

**C. Pledge of Allegiance**

**D. Moment of Silence**

**E. Public hearing for FY 2026 Adopted Budget**

1. Call to the Audience – Budget questions

**No attendance from the public and no questions asked**

2. Close Public hearing

**F. 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.

**G. Approval of the Board Agenda**

**Motioned By Pam Adams, 2<sup>nd</sup> by Tammy Herrera**

**II. Reports**

**A. Business Manager-Sam Dell**

- Financial Report
- Inventory Report
- Board Approval Calendar

**\*\*May Financial Summary\*\*:** District funds increased by \$28,676.70 (4%) compared to

last year, with a current bank balance of \$725,496.50.

**\*\*Reconciliation\*\*:** No variances between district and county ledgers; diligent reconciliation process explained.

**\*\*Budget Expenditure\*\*:** Positive budget balance of \$59,848.07 at end of May; approximately \$100,000 (M&O) and \$20,000 (capital) to roll over.

**\*\*Student Activities\*\*:** May saw a \$46.68 deposit; year-over-year increase of \$502.77 (15%).

**\*\*Inventory Report\*\*:** FY25 physical inventory completed, with a new spreadsheet system tracking assets and disposals. Several items (e.g., laptops, printers) identified for disposal due to loss or unaccounted status.

**\*\*Process Improvements\*\*:** New procedures for asset tracking, regular updates, and board approval calendar established to ensure compliance and transparency.

#### B. School Board

##### C. Administrator – Christina Ramirez

- Set up for New School Year
- Future – Special Education
- Financial progress

**\*\*EL Monitoring:** Successful completion of English Learner (EL) monitoring process; all requirements met for our EL students.

**\*\*Special Education Initiative:** New special education department being developed after a case involving a new student. Plans include hiring a one-on-one aide and collaborating with external experts to build capacity.

**\*\*School Readiness:** Preparations for the new school year are on track; teachers returning next week. Supplies and materials have been procured without personal expense.

**\*\*Back to School Night:** Scheduled for July 17, 4–5 PM, with a barbecue and staff introductions.

### **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 June 10, 2025

**Motioned By Tammy Herrera, 2<sup>nd</sup> By Valerie Grimes      Passed 5-0**

#### B. Approval of Donations

**Motioned By Tammy Herrea, 2<sup>nd</sup> By Valerie Grimes      Passed 5-0**

#### C. Approval of Expense Vouchers 2583, 2584, 2585

**Motioned By Pam Adams, 2<sup>nd</sup> By Leanne Donason      Passed 5-0**

- D. Approval of Payroll Vouchers 2536, 2537, 2538, 2539  
**Motioned By Adams, 2<sup>nd</sup> By Valerie Grimes** **Passed 5-0**
- E. Approval of Disposal forms for inventory FY 25  
**Motioned By Tammy Herrera, 2<sup>nd</sup> By Valerie Grimes** **Passed 5-0**
- F. Approval of Samuel Dell, Business Manager, as Students Activities Treasurer SY 25-26  
**Motioned By Pam Adams, 2<sup>nd</sup> By Tammy Herrera** **Passed 5-0**
- G. Approval of Christina Ramirez and Samuel Dell as Administrators for the Wells Fargo Credit Card FY26  
**Motioned By Tammy Herrera, 2<sup>nd</sup> By Pam Adams** **Passed 5-0**
- H. Approval of the Student Council Fundraisers for the First Semester for SY25-26  
**Motioned By Pam Adams, 2<sup>nd</sup> By Leanne Donason** **Passed 5-0**

#### **IV. Old Business**

- A. Discussion and possible action on Auditor General – Corrective Action Plan Report - Update on withheld funds  
**Update on the corrective action plan. 20 out of 41 findings addressed with new policies and procedures. Documentation and process improvements are ongoing. Sam Dell will work on the remainder of items in question.**
- B. Discussion and possible action for RFP 2025.001 bids for audit  
**Board approves to go with CWDL for a three-event audit contract covering FY 24-27, with future RFP's planned for subsequent years**  
**Motioned By Pam Adams, 2<sup>nd</sup> By Valerie Grimes** **Passed 5-0**
- C. Discussion and possible action for second read for the approval of ASBA Policy Advisory #'s  
906 – Policy IJNDB – Use of Technology Resources in Instruction  
907 - Policy JLF – Reporting Child abuse/Child Protection  
908 – Policy JR – Student Records  
Regulation JR-R – Student Records  
**Motioned By Valerie Grimes, 2<sup>nd</sup> By Pam Adams to approve Policy Advisory #s 906-908** **Passed 5-0**

## **V. New Business**

- A. Discussion and possible action to adopt the FY26 Budget  
**Motioned By Tammy Herrera, 2<sup>nd</sup> By Pam Adams      Passed 5-0**
  
- B. Discussion and possible action to approve Stipend of \$5,000 for Debbie Lund as Lead Teacher/Mentor Teacher  
**Motioned By Tammy Herrera, 2<sup>nd</sup> By Pam Adams      Passed 5-0**
  
- C. Discussion and possible action to approve Part-Time Custodian for SY 25-26 Magdalena Baker  
**Motioned By Tammy Herrera, 2<sup>nd</sup> By Leanne Donason      Passed 5-0**
  
- D. Discussion and possible action to approve the Administration Evaluation Tool SY 25-26  
**Motioned By Pam Adams. 2<sup>nd</sup> By Tammy Herrera      Passed 5-0**
  
- E. Discussion and possible action to approve the revisions of the SY25-26 Student and Parent Handbook  
Motioned By Pam Adams, 2<sup>nd</sup> By Valerie Grimes      Passed 5-0
  
- F. Discussion and possible action to approve the revisions of the SY25-26 Employee Handbook  
**Motioned By Tammy Herrera, 2<sup>nd</sup> By Valerie Grimes      Passed 5-0**
  
- G. Discussion and possible action to approve the Cyber Incident Plan and Media Response Plan for the SY 25-26  
**Motioned By Valerie Grimes, 2<sup>nd</sup> By Pam Adams      Passed 5-0**
  
- H. Discussion and possible action to approve the Emergency Operation Plan for the SY 25-26  
**Motioned By Tammy Herrera, 2<sup>nd</sup> By Valerie Grimes      Passed 5-0**

**All items below referring to Advisory Policies which are the following: (Policy # 716, Policy #'s 783-786, Policy# 808, Policy #'s 819-862, Policy #'s 863-865, and Policy #'s 876-905) Board discussed a large batch of policies needing adoption. Special meeting scheduled for July 14 at 9:00AM for further review and approval.**

- I. Discussion and possible action on 1<sup>st</sup> Read of Advisory Policy # 716  
No. 716 - (New Policy) JLDAB — Referrals to Other Agencies  
(New Regulation) Regulation JLDAB-R — Referrals to Other Agencies

(New Exhibit) Exhibit JLDAB-E --- Referrals to Other Agencies

J. Discussion and possible action on 1<sup>st</sup> Read of Advisory Policy #'s 783-786

No. 783 - Policy JJE —Student Fund-Raising Activities

No. 784 - Exhibit JK-EA —Student Discipline

No. 785 - Exhibit KB-EB – Parental Involvement in Education

No. 786 - Policy KEC — Public Concerns/Complaints About Instructional  
Resources

K. Discussion and possible action on 1<sup>st</sup> Read of Advisory Policy # 808

No. 808 - Regulation IHB-R — Special Instructional Programs

L. Discussion and possible action on 1<sup>st</sup> Read of Advisory Policy #'s 819-862

No. 819 - Policy BA — School Board Operational Goals

No. 820 - Policy BAA – Evaluation of School Board /Board

Self - Evaluation Exhibit BAA-E — Evaluation of School Board /Board

Self – Evaluation

No. 821 - Policy BB — School Board Legal Status

No. 822 - Policy BBA — Board Powers and Responsibilities

NEW Exhibit BBA-E - Board Powers and Responsibilities

No. 823 - DELETED Policy BBAA — Board Member Authority and  
Responsibilities

No. 824 - Policy BBBA – Board Member Qualifications

No. 825 - DELETED Policy BBBB – Board Member Oath of Office

DELETED Exhibit BBBB-E – Board Member Oath of Office

No. 826 - DELETED ..... Policy BBBC – Board Member Resignation

No. 827 - Policy BBBD – Board Member Removal from Office

No. 828 - DELETED ..... Policy BBBE – Unexpired Term Fulfillment

No. 829 - Policy BCA — Board Member Ethics

No. 830 - Policy BCB – Board Member Conflict of interest

No. 831 - Policy BDA — Board Organizational Meeting

No. 832 - DELETED Policy BDB — Board Officers

No. 833 - Policy BDD — Board - Superintendent Relationship

No. 834 - Policy BDE — Board Committees

No. 835 - DELETED Policy BDF — Advisory Committees

No. 836 - Policy BDG — School Attorney

No. 837 - Policy BE — School Board

Meetings NEW Exhibit BE-EA – School Board Meetings

NEW Exhibit BE-EB – School Board Meetings

NEW Exhibit BE-EC – School Board Meetings

No. 838 - DELETED Policy BEC — Executive Sessions / Open meetings

DELETED Exhibit BEC-EA — Executive Sessions / Open meetings

DELETED Exhibit BEC-EB — Executive Sessions / Open meetings

DELETED Exhibit BEC-EC — Executive Sessions / Open meetings

DELETED Exhibit BEC-ED — Executive Sessions / Open meetings

No. 839 - Policy BED — Meeting Procedures / Bylaws

NEW Regulation BED-R – Meeting Procedures

NEW Exhibit BED-EA – Meeting Procedures

NEW Exhibit BED-EB – Meeting Procedures

No. 840 - Policy BEDA — Notification of Board Meetings

No. 841 - Policy BEDB – Agenda DELETED Exhibit BEDB-E – Agenda

No. 842 DELETED Policy BEDBA — Agenda Preparation and Dissemination

No. 843 - DELETED Policy BEDC — Quorum

No. 844 - DELETED Policy BEDD — Rules of Order

No. 845 - DELETED Policy BEDF — Voting Method

No. 846 - DELETED Policy BEDG — Minutes

DELETED Regulation BEDG-R

DELETED Exhibit BEDG-EA — Minutes

DELETED Exhibit BEDG-EB — Minutes

No. 847 - Policy BEDH — Public Participation at Board Meetings Exhibit

BEDH-E — Public Participation at

No. 848 - DELETED Policy BEDI — News Media Services at Board Meetings

No. 849 - Policy BGB — Policy Adoption NEW Regulation BGB-R – Policy

Adoption

No. 850 - DELETED Policy BGC — Policy Revision and Review

DELETED Regulation BGC-R — Policy Revision and Review

No. 851 - Policy BGD — Board Review of Regulations

No. 852 - Policy BGE — Policy Communication / Feedback Regulation BGE-R

— Policy Communication / Feedback

No. 853 - DELETED Policy BGF — Suspension / Repeal of Policy

No. 854 - Policy BHC — Board Communications with Staff Members

No. 855 - DELETED Policy BHD — Board Communications with the Public

No. 856 - Policy BIA — New Board Member Orientation / Handbook

No. 857 - DELETED Policy BIB — Board Member Development Opportunities

DELETED Regulation BIB-R — Board Member Development  
Opportunities

No. 858 - Policy BIBA — Board Member Conferences, Conventions, and  
Workshops NEW Regulation BIBA-R – Board Member Conferences,  
Conventions, and Workshops

No. 859 - Policy BIE — Board Member Insurance / Liability

No. 860 - Policy BJ — School Board Legislative Program

No. 861 - Policy BK — School Board Memberships

No. 862 - DELETED Policy BKA — Liaison with School Boards Associations

M. Discussion and possible action on 1<sup>st</sup> Read of Advisory Policy #'s 863-865

No. 863 - Exhibit BAA-EB — Evaluation of School Board / Board Self-  
Evaluation (Update of PA 820, March 2025)

No. 864 - Policy IHA — Basic Instructional Program

No. 865 - Policy JLIF — Sex Offender Notification

N. Discussion and possible action on 1<sup>st</sup> Read of Advisory Policy #'s 876-905

No. 876 - Policy DA — Fiscal Management Goals / Priority Objectives

No. 877 - Policy DB — Annual Budget NEW Regulation DB-R — Annual Budget:  
Schedule, Preparation/Planning, Format, and Posting/Submission

No. 878 - DELETED Policy DBC — Budget Planning, Preparation, and  
Schedules DELETED Regulation DBC-R — Budget Planning,  
Preparation, and Schedules

No. 879 - Policy DBF — Budget Hearings and Reviews / Adoption Process

No. 880 - DELETED Policy DBI — Budget Implementation Policy Advisory No.

881- Policy DBJ — Budget Transfers

No. 882 - Policy DD — Funding Proposals, Grants, and Special Projects

Exhibit DD-E — Funding Proposals, Grants, and Special Projects

No. 883 - DELETED Policy DDA — Funding Sources Outside the School System

No. 884 - DELETED Policy DEC — Funding from Federal Tax Sources

No. 885 - Policy DFA — Revenues from Investments

No. 886 - DELETED Policy DFB — Revenues from School – Owned Real Estate

No. 887 - DELETED Policy DFD — Gate Receipts and Admissions

No. 888 - DELETED Policy DFF — Income from School Sales and Services

No. 889 - Policy DG — Banking Services

No. 890 - DELETED Policy DGA — Authorized Signatures

No. 891 - Policy DGD — Credit Cards

No. 892 - Policy DI — Fiscal Accounting and Reporting

- No. 893 - DELETED Policy DIA — Accounting System  
No. 894 - Policy DIB — Types of Funds / Revolving Funds  
No. 895 - Policy DIC — Financial Reports and Statements  
No. 896 - DELETED Policy DICA — Budget Format  
No. 897 - Policy DID — Inventories Regulation DID-R — Inventories  
No. 898 - Policy DIE — Audits / Financial Monitoring Regulation DIE-R — Audits  
/ Financial Monitoring  
No. 899 - Policy DJ — Purchasing  
No. 900 - Policy DJE — Bidding / Purchasing Procedures Regulation DJE-R —  
Bidding / Purchasing Procedures  
No. 901 - Policy DJG — Vendor / Contractor Relations Regulation DJG-R —  
Vendor / Contractor Relations  
No. 902 - DELETED Policy DJGA — Sales Calls and Demonstrations DELETED  
Regulation DJGA-R — Sales Calls and Demonstrations  
No. 903 - Policy DK — Payment Procedures Exhibit DK-EA — Payment  
Procedures NEW Exhibit DK-EB — Payment and Payroll Procedures  
No. 904 - DELETED Policy DKA — Payroll Procedures / Schedules DELETED  
Exhibit DKA-E — Payroll Procedures / Schedules  
No. 905 - Policy DN — School Properties Disposition

### **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:**

**5:30 PM**

**Motioned By Valerie Grimes, 2<sup>nd</sup> By Pam Adams**

**Passed 4-0**

**(Brian's internet was out and was dismissed from the meeting)**

### **Scheduled Future Meetings:**

August 12, 2025

**Add Special Meeting July 14, 2025 at 9:00 AM**

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 July 3, 2025.

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Leanne Donason, Governing Board President

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Date