

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 12, 2025 @ 4:00 pm

Agent of the Governing Board, Christina Ramirez, Superintendent/Principal

REGULAR BOARD MEETING MINUTES: 4:00 PM

I. Opening Items

A. Call to Order

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 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

**Motioned to approve agenda by Pam Adams, 2nd motion by Tammy Herrera
Passed 4-0**

II. Reports

A. Business Manager-Sam Dell

- Financial Report – **Monthly Financial report for June showing the budget summary of balances and expenditures of funds. Student activities reported no activity in June; the beginning balance of \$3,728.06 remained unchanged. Tax Collection Clarification: The district is responsible for informing residents about the tax increase for our students that go to KUSD for high school. The county collects and distributes the funds directly to KUSD.**

- Budget FY26 update – **A revised budget will be presented in September that will reflect the legislative changes and new funding sources, with a detailed change log for transparency.**
- Land update - **Research was done on District landownership. It was found that the district owns a single 10-acre plot, with clear boundaries. No additional land is owned by the district.**

B. School Board

C. Administrator – Christina Ramirez

- Data Presentation – **Power point presentation was displayed to inform the board on our academic performance. The school has shown growth in ELA and Math proficiency, moving from last year letter grade of a C to a Preliminary letter grade of a B. This growth and hard work are contributed to the consistency and hard work of our staff.**
- Goals for Superintendent and Business Manager – **Leadership goals are focused on effective leadership, communication and financial stability. The business manager aims for fiscal stability and compliance with SFD and the Auditor General Corrective Action plan.**
- Update of beginning of the school year -
Clever, ParentSquare, Intervention, Classes, Field Trips
Implementing new ways to communicate with parents and more efficient platforms for students. The culture of our school is very positive and has an environment that holds high expectations and strong teamwork. Cedar Hills School will continue to have a school wide intervention time that supports struggling students. Our district has 5 field trips planned throughout the year which include educational and traditional events.

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 8, 2025, and July 14, 2025

Motioned by Tammy Herrera, 2nd Motion by Valerie Grimes

Passed 4-0

- B. Approval of Donations

Approval to send thank you letters to our companies that have donated to our School.

Motioned by Tammy Herrera, 2nd Motioned by Pam Adams

Passed 4-0

- C. Approval of Accounts Payable Vouchers 2586, 2587, 2588, 2650, 2651, 2652, 2653, 2654, 2655
**Motioned to approve by Pam Adams, 2nd Motion by Tammy Herrera
Passed 4-0**
- D. Approval of Payroll Vouchers 2601, 2602, 2603
**Motioned to approve by Valerie Grimes, 2nd Motion by Tammy Herrera
Passed 4-0**
- E. Conflict of Interest Training
Annual training and form completion conducted by Sam Dell, Business Manager, addressing audit requirements and ensuring transparency.

- IV. Executive Session:** Possible motion to go into Executive Session per A.R.S. . 38-431.03(A)(3) to discuss Personnel matters which shall not be open to the public.
**Motioned to enter executive session at 4:36 PM by Valerie Grimes, 2nd motioned by Tammy Herrerr
Passed 4-0**
- Motioned to reenter Regular Board Session by Tammy Herrera, 2nd Motioned by Valerie Grimes
Passed 4-0**
- Motioned to approve what was discussed in executive session by Tammy Herrera, 2nd Motioned by Valerie Grimes
Passed 4-0**

V. Old Business

- A. Discussion and possible action on Auditor General – Corrective Action Plan Report - Update on withheld funds
**All 41 action items identified and marked implemented in the corrective action plan report have been completed. Sam Dell requested the board approve of the submission of the corrective action plan to the Auditor General.
Motioned to approve by Pam Adams, 2nd Motion by Leanne Donason
Passed 4-0**

VI. New Business

- A. Discussion and possible action regarding Social Security letters to the district in regard to FY23 and FY24
Discussion: It was brought to the Boards attention that the past errors in Social Security have been identified and corrected. There will be continued ongoing communication with the agency to ensure accuracy.

- B. Discussion and possible action to approve of Bryan Wright's resignation from Hackberry Elementary School District school board.
Motion to approval of Bryan Wright's resignation by Tammy Herrera, 2nd Motion by Valerie Grimes **Passed 4-0**
- C. Discussion and possible action to approve the SFD Preventive Maintenance reporting for FY23, FY24
Motion to approve required maintenance reports for grant eligibility by Valerie Grimes, 2nd Motion by Tammy Herrera **Passed 4-0**
- D. Discussion and possible action to approve the SFD Kitchen Fire System Grant
Discussion: It was discussed that the district has applied for a grant for \$9,000 to replace the Kitchen Fire system. Sam Dell stated that he will come back to this as soon as he has more information to provide.
- E. Discussion and possible action to approve the Full-Time Paraeducator contract SY 25-26 Timonthy Sprenkle
Motioned to approve by Pam Adams, 2nd Motion by Tammy Herrera **Passed 4-0**
- F. Discussion and possible action to approve Cheryl Schoolcraft in the Classroom Site Fund Distribution Plan
Motioned to approve by Valerie Grimes, 2nd Motion by Tammy Herrera **Passed 4-0**
- G. Discussion and possible action to approve changes to the GCD – Professional staff Vacations and Holidays
Motioned to approve changes in the GCD Professional Staff Vacations and Holidays by Tammy Herrera, 2nd Motion by Pam Adams **Passed 4-0**
- H. Discussion and possible action to approve changes to the GCCA - Professional/Support Staff Sick Leave
Motioned to approve changes to the GCCA - Professional/Support Staff Sick Leave by Tammy Herrera, 2nd Motion by Pam Adams **Passed 4-0**

- I. Discussion and possible action to approve changes to the GCQE – Retirement of Professional/Support Staff Members
Motioned to approve changes to the GCQE – Retirement of Professional/Support Staff Members by Pam Adams, 2nd Motioned by Valerie Grimes **Passed 4-0**
- J. Discussion and possible action to approve changes to the GCCB – Professional/Support staff/Personal/Emergency/Religious Leave
Motioned to approve changes to the GCCB – Professional/Support Staff/Personal/Emergency/Religious Leave by Pam Adams, 2nd Motioned by Tammy Herrera **Passed 4-0**
- K. Discussion and Possible action to approve Pre-Paid Legal
Motioned to approve of attaining Pre-Paid Legal by Pam Adams, 2nd Motion by Valerie Grimes **Passed 4-0**
- L. Discussion and possible action to approve of the Food Program Permanent Service agreement
Motioned to approve Food Program Permanent Service agreement by Pam Adams, 2nd Motion by Tammy Herrera **Passed 4-0**
- M. Discussion and possible action to approve the proposal to reduce staff meal prices
Motioned to approve to reduce staff meal prices by Pam Adams, 2nd Motioned by Tammy Herrera **Passed 4-0**
- N. **1st Read** of Advisory Policies #'s 792 – 800
No. 792 Policy BBBA — Board Member Qualifications
No. 793 Policy GCF — Professional Staff Hiring
No. 794 Policy GDF — Support Staff Hiring
No. 795 Policy IHA — Basic Instructional Program
No. 796 Policy IKF — Graduation Requirements
No. 797Policy JFABC — Admission of Transfer Students
No. 798 Policy JFB — Open Enrollment
Regulation JFB-R — Open Enrollment
No. 799 Policy JHD — Exclusions and Exemptions from School Attendance
Regulation JHD-R — Exclusions and Exemptions from School Attendance
Exhibit JHD-EA — Exclusions and Exemptions from School Attendance
Exhibit JHD-EB — Exclusions and Exemptions from School Attendance

Attendance

No. 800 Regulation JLCD-R — Medicines / Administering
Medicines To Students

O. **1st Read** of Advisory Policies #'s 801-807

No. 801 Policy BAA — Evaluation of School Board /
Board Self-Evaluation

No. 802 Policy DJE — Bidding / Purchasing Procedures
Regulation DJE-R Bidding / Purchasing Procedures

No. 803 Policy GCFC — Professional Staff Certification and
Credentialing Requirements
Exhibit GCFC-E — Professional Staff Certification and
Credentialing Requirements

804 Policy GDFA — Support Staff Qualifications and
Requirements
Exhibit GDFA-E — Support Staff Qualifications and
Requirements

No. 805 Policy IGA — Curriculum Development

No. 806 Policy IMG — Animals in Schools
Regulation IMG-R — Animals in Schools

No. 807 Regulation JLCD-R — Medicines / Administering
Medicines To Students

P. **1st Read** of Advisory Policies #'s 809-818

No. 809 Policy A — District Mission and Belief Statement

No. 810 Policy AA — School District Legal Status
DELETED Exhibit AA-E — School District Legal Status

No. 811 Policy ABA — Community Involvement in Education

No. 812 Policy ABAA — Parental Involvement

No. 813 Policy AC — Nondiscrimination / Equal Opportunity
Regulation AC-R — Nondiscrimination / Equal Opportunity
Exhibit AC-E — Nondiscrimination / Equal Opportunity

No. 814 Policy ACA — Sexual Harassment
Regulation ACA-R — Sexual Harassment
Exhibit ACA-E — Sexual Harassment

No. 815 Policy ACAA — Title IX Sex Discrimination
Regulation ACAA-R — Title IX Sex Discrimination

No. 816 **DELETED** Policy AD — Education Philosophy/
School District Mission

No. 817 Policy GBK — Staff Grievances

No. 818 Policy JII — Student Concerns, Complaints, and
Grievances

Q. 1st Read of Advisory Policies #'s 909 – 914

- No. 909 Policy EB — Environmental and Safety Program
No. 910 Policy GCQF — Discipline, Suspension and
Dismissal of Professional Staff Members
No. 911 Policy IKF — Graduation Requirements
No. 912 Policy JLC — Student Health Services and
Requirements
No. 913 Policy JLCD — Medicines/Administering
Medicines to Students
No. 914 Policy JLF — Reporting Child Abuse/Child
Protection

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

5:55 PM

Motioned by Pam Adams, 2nd Motion by Valerie Grimes

Passed 4-0

Scheduled Future Meeting:

September 9, 2025

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 July 3, 2025.

Leanne Donason, Governing Board President

Date