**iHACKBERRY ELEMENTARY SCHOOL DISTRICT NO. 3**

**PURSUANT to A.R.S. 38-431.02, NOTICE HEREBY GIVEN TO THE MEMBERS OF THE HACKBERRY ELEMENTARY SCHOOL DISTRICT #3, GOVERNING BOARD AND TO THE GENERAL PUBLIC THAT THAT THE HACKBERRY ELEMENTARY SCHOOL DISTRICT #3 GOVERNING BOARD WILL HOLD A**

**MEETING OPEN TO THE PUBLIC ON**

**December 14, 2021**

**REGULAR MEETING**

**4:00 PM**

**BOARD MINUTES**

**AT THE HACKBERRY ELEMENTARY SCHOOL DISTRICT #3**

**GOVERNING BOARD ROOM**

**CEDAR HILLS SCHOOL 9501 NELLIE DRIVE KINGMAN, AZ 86401**

THE HACKBERRY ELEMENTARY SCHOOL DISTRICT #3 GOVERNING BOARD MAY VOTE TO CONVENE IN EXECUTIVE SESSION WHICH SHALL NOT BE OPEN TO THE PUBLIC PURSUANT TO A.R.S. 38-431 (A)(1) FOR DISCUSSION/CONSIDERATION OF PERSONNEL OR A.R.S. 38-431 (A)(3) FOR LEGAL ADVICE FROM THE DISTRICT’S ATTORNEY ON ANY MATTER ON THIS AGENDA.

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Agent for the Governing Board, Alexander Mayo, School Supervisor (Resigned)

**THE MINUTES FOR THE MEETING IS AS FOLLOWS:**

1. The meeting was called to order by: Leanne Donason @4:00pm
2. Roll Call: Leanne Donason, Megan Watts, Tammy Herrera, Lorie Cote
3. Pledge of Allegiance:
4. Moment of Silence:
5. Approval of the Special Board Meeting Minutes for December 1, 2021:
6. Motion to approve by Tammy Herrera
7. Motion seconded by Megan Watts
8. Motion passed in favor 4 - 0.
9. Community Communications (call to the Public)

The board will listen to comments from the public but will not respond except as permitted by A.R.S. 38-431.01(H). The Board may refer to the administration or request to have it plead on a future agenda. *If members of the public wish to address the Board, they must fill out the Request to Speak Form located in the back of the Board Room. The form should then be given to the Clerk of the Board prior to the meeting. The time limit rule, noted on the form will be enforced*

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David Guernsey asked about the person hired to be school supervisor. Wondering why he was hired without the proper

credentials to fulfill his duties as school supervisor.

Mr. Mayo explained to him that he was going to finish his credentials by June 2022 in order to be qualified. Also explained that he had resigned his position effective December 30, 2021.

**7. Reports**

A Supervisor: Assessment Scores

Assessment tests were finished this week. Ms Warren will give results to teachers this

week. Information will be given to school board after she meets with the teachers.

Dates have been set for interviewing applicants for food service manager and

one on one paraprofessional.

B. School Board Report: None

C. Business Manager: None

**8.** Approval of Routine Orders of Business. Documentation concerning the matters on the

Consent Agenda may be reviewed at the Hackberry Elementary S.D. #3 front office, 9501

Nellie Dr. Any Board member may request an item be pulled off the agenda for further

discussion.

1. Ratify Expense Vouchers: **2213, 2212, 2211, 2210**
2. Motion to approve by Megan Watts.
3. Motion seconded by Lorie Cote
4. Motion passed in favor 4 - 0.
5. Ratify Payroll Vouchers: **2116, 2115, 2114**
6. Motion to approve by Leanne Donason.
7. Motion seconded by Megan Watts.
8. Motion passed in favor 4 - 0.

**9.** Set up a date for Administrator Interviews

Not applicable at this time. No applicants.

**10.** Send Karen Van Steen to ETC Synergy Training Feb 10-11, 2022

$100.00 fee; Additional costs to the district are hotel, meals and travel.

Question asked what will this benefit the school. It was explained that this program is

the state wide record keeping of attendance, gradebooks and needed for state reporting.

1. Motion to approve by Tammy Herrera
2. Motion seconded by Megan Watts.
3. Motion passed in favor 4 - 0.

**11.** Second Reading/ Adopt, Policy Advisory 712, 713, 714, 715

(Given to you on the October meeting, tabled at November Meeting)

a. Motion to approve by Lorie Cote.

b. Motion seconded by Megan Watts.

c. Motion passed in favor 4 - 0.

**12.** Approval of hire a one on one Paraeducator or General Paraeducator

1. Motion to approve by Megan Watts.
2. Motion seconded by Tammy Herrera.
3. Motion passed in favor 4 - 0.

**13.** Approval of postings for the following positions: Substitute teachers @

$150.00 daily rate, Special Teachers (art, music, etc.) @ $150.00 daily

rate, and part-time Counselor. Counselor compensation will depend on

credentials.

1. Motion to approve by Lorie Cote.
2. Motion seconded by Tammy Herrera
3. Motion passed in favor 4 - 0.

**14.** Approval/Adopt revised Hackberry Elementary S.D. #3 2021-22

school budget.

The budget has decreased by 39.3% a savings of $760,313.00. The tax rate is

locked in until the end of June 2022. However, next year the tax rate will be decreased. Replacement staff will be compensated

at a more appropriate wage.

1. Motion to approve by Megan Watts.
2. Motion seconded by Lorie Cote.
3. Motion passed in favor 4 - 0.

**15.** Approval of reassignment of Alyssa Prince to certified K-2nd grade

teacher to meet the needs of the district.

Mrs. Prince will continue with same salary and benefits.

1. Motion to approve by Tammy Herrera.
2. Motion seconded by Lorie Cote
3. Motion passed in favor 4 - 0.

**16.** Possible motion to move into Executive Session per A.R.S. 38-431.03(A)(1)

for discussion or consideration of repayment of overpaid salaries in June and

July of 2021 from four employees. Board will address each employee individually.

1. Motion made to move into Executive Session by Tammy Herrera.
2. Motion seconded by Lorie Cote.
3. Motion passed in favor 4 - 0.

Moved into Executive Session at 4:20

**17.** Reconvene regular meeting.

1. Motion to reconvene by Megan Watts.
2. Motion seconded by Lorie Cote
3. Motion passed in favor 4 - 0.

Regular Meeting reconvened at 5:30pm

Motion to be made to approve repayment option for the four following employees.

Mr. Alex Mayo - Vacation pay plus remainder paid in full by February 13, 2022. Board

approved Mr. Mayo’s resignation on December 14, 2021.

Mrs. Joni Bullock will perform extra duties.

Mr. Brian Brown will perform extra duties.

Mrs. Alyssa Prince will perform extra duties.

1. Motion to approve by Megan Watts.
2. Motion seconded by Tammy Herrera.
3. Motion passed in favor 4 - 0.

**18.** Approval of Alexander Mayo Vacation Week of 12/27-12/30.

No longer necessary after resignation of December 14, 2021.

**19.** Interim Administrator, Deb Warren, scope of work.

Ms Warren will be returning in January as per her contract. She is communicating with the

Trust, ADE and NAU to help find an administrator.

**20.**  **Adjournment**

1. Motion to adjourn by Tammy Herrera.
2. Motion seconded by Megan watts.
3. Motion passed in favor 4 - 0.

Pursuant to the Americans with Disabilities Act (ADA), Hackberry Elementary School District #3 endeavors to ensure the accessibility of all its programs, facilities and services to all persons with disabilities. If you need accommodation for this meeting, please contact the Cedar Hills School office at (928) 692-0013.

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Leanne Donason, Board President Date