

HACKBERRY ELEMENTARY SCHOOL DISTRICT NO. 3
CEDAR HILLS SCHOOL 9501 NELLIE DRIVE KINGMAN, AZ 86401

REGULAR BOARD MEETING MINUTES

Governing Board Conference Room

Tuesday, February 5, 2019 at 5:45 p.m.

THE MINUTES FOR THE MEETING IS AS FOLLOWS:

GOVERNING BOARD OF THE HACKBERRY/ELEMENTARY SCHOOL DISTRICT #3

BY:



Deb Warren, Administrator

The Governing Board may consider any item on this agenda in any order and at any time during the meeting.

The Governing Board of the Hackberry Elementary School District #3 may, by motion, enter into executive session for discussion or evaluation of personnel (s), pursuant to A.R.S. § 38-431 (A)(3) or A.R.S. 38-4231.03(A) (4) for any items designated with an asterisk. (*)

The minutes for the meeting is as follows:

I. OPENING ITEMS

1. The meeting was called to order by: **President Scherrie Whitten @ 5:50 pm**
2. Roll Call: **Board President-Scherrie Whitten, Board Clerk-Ellen Kelley, Board Member-Rocky Hamodey II, In attendance-Administrator-Deb Warren, Business Manager-Joni Bullock**
3. Pledge of Allegiance
4. Approval of Organizational Board Meeting Minutes: January 8, 2019.
Motion Ellen Kelley, second Rocky Hamodey II, Scherrie Whitten yes, passed 3-0

Approval of Regular Board Meeting Minutes: January 8, 2019

Motion Rocky Hamodey II, second Scherrie Whitten, Ellen Kelley yes, passed 3-0

5. 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(G). 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 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.*

Steve Roberts completed paperwork for call to the public in reference to Vacation and Sick Leave policy. He would like information on his leave and why he was not paid for it when he was no longer employed by H.E.S.D. #3. Steve Roberts will be notified the following week by the Administrator or Business Manager.

6. REPORTS

- A. Administrator: February calendar, Beyond Textbooks curriculum calendar
- B. School Board Report: Scherrie Whitten stated that she had met with Deb Warren and had Spoke with the School Attorney via conference call.
- C. Business Manager: Courteous notice for copies (48 hr. notice)

II. CONSENT AGENDA

7. (Any member of the Board may request that any item be pulled from the consent agenda and considered separately)
- Ratify Payroll voucher: 9117, 9118 Discussion/Action
Motion Rocky Hamodey II, second Scherrie Whitten, Ellen Kelley yes, passed 3-0
 - Ratify Expense voucher: 1925, 1926, 1927 1928 Discussion/Action
Motion Rocky Hamodey II, second Ellen Kelley, Scherrie Whitten yes, passed 3-0

III. OLD BUSINESS -

- 8. Adopt 2019-20 Budget Revision Discussion/Action
Motion Scherrie Whitten, second Rocky Hamodey II, Scherrie Whitten yes, passed 3-0
- 9. Schedule Regular Board meetings day of the month and time Discussion/Action
Regular Board meetings will be scheduled the first Tuesday of the month per policy at 5:45 pm. Motion Scherrie Whitten, second Rocky Hamodey II, Ellen Kelley yes, passed 3-0
- 10. Update on inaccurate and/or incomplete inventory list and monies from items sold at auction Discussion
Joni Bullock, Business Manager, provided a copy of the list of inventory items auctioned off by Depuy's Auction Service. She explained that there are inventory items still missing and money from the auctioned items has not been accounted for yet. The Mohave County treasurer is trying to verify. It will be an ongoing investigation, which will include, but not limited to contacting former employees, researching school files(employee, expense, board, etc.), and communicating with Mohave County Treasurer, and Auditor General's Office.

IV. NEW BUSINESS -

- 11. Policy BDG School Attorney Discussion/Action
Any Board Member may contact School Attorney if Administrator is present. Contact ASBA for appropriate wording. Motion Scherrie Whitten, second Ellen Kelley, Rocky Hamodey yes, passed 3-0

12. Implementation of 7th/8th grade students and curriculum at Cedar Hills Elementary School **Discussion/Action**
Survey will be provided to the Cedar Hills community to verify student numbers. Administrator will request a list of current students that attend K.U.S.D. #20 due to 7th/8th grade services not being provided. The Board would like to have the information at the March Board meeting to determine if it would be cost effective for the District.
Motion Ellen Kelley, second Scherrie Whitten, Rocky Hamodey II yes, passed 3-0
13. Recording of Board meetings **Discussion/Action**
Board meetings will be recorded starting at the next Board meeting.
Motion Scherrie Whitten, second Ellen Kelley, Rocky Hamodey II yes, passed 3-0
14. Lock Down Procedures **Discussion**
Discussion of procedures and to practice every couple of months.
Deb Warren stated that emergency procedures are based upon the need of the school and what is most purposeful.
15. Posters pertaining to Reading and Cultural Diversity **Discussion**
Discussion of purchasing posters for the hallways.
16. Volunteers and Visitors at Cedar Hills Elementary School **Discussion**
Discussion of Volunteer policy and Deb Warren to develop procedures for visitors on campus to ensure safety and minimize disruption of the learning environment.
17. Diversity and Leadership training for staff **Discussion/Action**
Discussion of what type of training for staff. Deb Warren to contact ASBA for availability of a webinar due to the variances of staff schedules.
Motion Rocky Hamodey II, second Scherrie Whitten, Ellen Kelley yes, passed 3-0
18. Motion to move into Executive Session for discussion **Discussion**
GCB-Professional Staff Contracts and Compensation
GCO- Evaluation of Professional Staff Members
Tabled until next Board Meeting due to A.R.S. 38-4231.03(A)(4) not being cited on item #18 of the agenda.
Motion Ellen Kelley, second Scherrie Whitten, Rocky Hamodey no, passed 2-0
19. Motion to reconvene into Regular Session N/A

20. Additional Items: **March agenda items:**
Update on incomplete inventory list and monies sold from the items sold at auction.
Volunteer/Visitor procedures
Diversity and Leadership training for staff
Policy BDG School Attorney- 1st reading
Survey results on 7th/8th grade students
GCB-Professional Staff Contracts and Compensation
21. Adjourn: To move into Public Budget Hearing: **6:32 pm**

Scherrie Whitten, Governing Board President

Date