**HACKBERRY ELEMENTARY SCHOOL DISTRICT NO. 3**

Minutes

**November 8, 2022**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Governing Board of Hackberry Elementary School District #3, and to the general public that the Board held a Board Meeting on Tuesday, November 8, 2022, at 4:00 p.m. The board may also vote to hold an executive session which shall not be open to the public pursuant to A.R.S. 38-431 (A) (1) for discussion/consideration

REGULAR GOVERNING BOARD MEETING

of personnel or A.R.S. 38-431 (A)(3) for legal advice from the district’s attorney on any matter on this agenda.

# **REGULAR BOARD MINUTES:**

**1.** **CALL TO ORDER**: Meeting called to order @4:00pm by Leanne Donason

**2**. **ROLL CALL**: Leanne Donason, Clint Owen, Tammy Herrera, Lorie Cote,

 Michael MacDonald, Joni Bullock, Karen Van Steen

**3. PLEDGE OF ALLEGIANCE**: The Pledge of Allegiance

**4.** **MOMENT OF SILENCE**

**5.** **CALL TO THE PUBLIC**: None

**6.** Approval of previous board meeting minutes of October 11, 2022

 Approved as distributed

**7.** Approval of previous special board meeting minutes of October 18, 2022

 Approved as distributed.

**8.** **REPORTS**: INFORMATIONAL

**A.** BUSINESS MANAGER:

 Financial Auditors Reports - Joni handed out Annual Financial Report

 booklet to all members.

**B.** SCHOOL BOARD REPORT:

 Lorie Cote had a few questions:

1. When was picture day scheduled? Why didn’t she receive information about it?

It was on school year and monthly calendar, notices went home three times before the scheduled day.

1. Why weren’t parents/guardians notified about Spirit week ahead of time?

The secretary wasn’t notified about it until the second day of Spirit week, so couldn’t send out flyers, since she wasn’t aware of it.

1. Since our test scores are low, can’t there be some type of tutoring during recess?

One teacher does tutoring before school.

1. Can we start posting any open positions for teachers now, for next year?

To soon to post.

One of the teachers attended a conference on recruiting teachers and she is working on the information she received .

**C.** ADMINISTRATOR’S REPORT & RECOGNITIONS:

 Total of 55 students enrolled

* Mr. Mac recognized Brian & Joni for tractor & sand for playground
* Mr. Mac recognized Leanne Donason & Tammy Herrera for assisting with Fall Harvest on Monday, October 31, 2022
* Mr. Mac recognized Alyse Cherry for applying for the CAB Grant through MCC College and Mohave County Court specifically geared towards middle school

 Ms Alyse explained that the grant is project based and the MS students are

 doing an assignment building a restaurant. This grant would fund the

 students visiting a culinary school If we are selected, we will have to present

 our culinary program to them.

* The Kingman 4-H chapter will come and bring animals to the school and talk about 4-H to the students, to hopefully get them involved.

**9. APPROVAL OF ROUTINE ORDERS OF BUSINESS**

**A.** Approval of Expense Vouchers: **2310, 2311**

Motion to approve made by Tammy Herrera and seconded by Clint

 Owen. Motion passed in favor 4-0.

**B.** Approval of Payroll Vouchers: **2207, 2208**

Motion to approve made by Tammy Herrera and seconded by Lorie

 Cote. Motion passed in favor 4-0.

**10.** Approve work agreement contract for Middle School teacher, grades 6-8,

 to start Pay Period 12

 MS teacher will have a degree by July 2023.

 Motion to approve made by Lorie Cote and seconded by Tammy Herrera.

 Motion passed in favor 4-0.

**11.** Approve Debbie Lund to resume original contract as ParaEducator starting

 October 31, 2022.

 Motion to approve made by Tammy Herrera and seconded by Clint Owen.

 Motion passed in favor 4-0.

**12.** Approve $1.00 per hour increase for ParaEducator Ashley Woodward, K-2

 Starting pay period 12.

 Motion to approve made by Lorie Cote and seconded by Leanne Donason.

 Motion passed in favor 4-0.

**13.** Approve Project-Based Learning Professional Development Stipend of $150

 from Friday, October 21, 2022 to the following participants: Samantha Raynor,

 Ashley Woodward, Christina Ramirez & Mary Redente

 Motion to approve made by Tammy Herrera and seconded by Lorie Cote.

 Motion passed in favor 4-0.

**14.** Approve Revised Annual Board Meeting Schedule and post online hesd.net

 website.

 Motion to approve made by Tammy Herrera and seconded by Clint Owen.

 Motion passed in favor 4-0

**15.** Approve Resignation of Amanda Jones as ParaEducator effective as of

 Monday, October 24, 2022

 Motion to approve made by Tammy Herrera and seconded by Clint Owen.

 Motion passed in favor 4-0.

**16.** Approve Resignation of Alva Jeffries as Counselor. Last day at Cedar Hills

 School is Thursday, November 10, 2022

 Motion to approve made by Lorie Cote and seconded by Tammy Herrera.

 Motion passed in favor 4-0.

**17.** Approve Student Council fundraisers including:

1-Popcorn sales for movie day - $1 a bag pre-sale through 11/16. Popcorn has been

 donated. Movie day 11/17 since To Good for Drugs was canceled

2-Fundraiser for Brian Turkey - Students raise $225.00 and Brian will dress up

 as a turkey.

3-Fundraiser for staff Ice Bucket Challenge - The staff member that receives the

 most funds, will get ice dumped on them.

 Motion to approve made by Tammy Herrera and seconded by Clint Owen.

 Motion passed in favor 4-0.

**18**. Agree to approve letter of intent of Pam Adams to be on the Hackberry

 Elementary School Board.

 Motion to approve made by Tammy Herrera and seconded by Lorie Cote.

 Motion passed in favor 4-0.

**19**.Approve the adoption of August Policy Services Advisory No. 717 - 736

 Tabled until December board meeting.

Change in Policy (ASBA) Policy Services Advisory

Policy Advisory No. 717 JRR — Student Surveys (NEW) Regulation JRR-R — Student Surveys

Policy Advisory No. 718 Policy KI — Visitors to Schools

Regulation KI-R — Visitors to Schools (NEW)

Exhibit KI-E — Visitors to Schools

Policy Advisory No. 719 Policy KB — Parental Involvement in Education

Regulation KB-R — Parental Involvement in Education

Exhibit KB-EB — Parental Involvement in Education

Policy Advisory No. 720 Policy IHAMB — Family Life Education (Review)

Regulation IHAMB-R — Family Life Education

Policy Advisory No. 721 Policy JLCB — Immunizations of Students

Regulation JLCB-R — Immunizations of Students

Exhibit JLCB-E — Immunizations of Students

Policy Advisory No. 722 Policy JLCC—Communicable Infectious Diseases

Policy Advisory No. 723 Policy GBGCB — Staff Health and Safety

Policy Advisory No. 724 Policy DIA — Accounting System

Policy Advisory No. 725 Policy IHA — Basic Instructional Program

Policy Advisory No. 726 Policy JLDA — School Counselors and Psychologists

Policy Advisory No. 727 Policy JICFA — Hazing

Exhibit JICFA-EB — Hazing

Policy Advisory No. 728 Policy IKF — Graduation Requirements

Policy Advisory No. 729 (NEW) Policy JJIA — Intramural Sports

Policy JJIB — Interscholastic Sports

Regulation JJIB-R—Interscholastic Sports © 2022 by ASBA

Policy Advisory No. 730 Policy EE – Transportation Services

Policy Advisory No. 731 Policy EEAEA – Bus Driver Requirements, Training, and Responsibilities

Policy Advisory No. 732 Policy JF – Student Admissions

Policy Advisory No. 733 Policy IJL – Library Materials Selection and Adoption

Regulation IJL-R —Library Materials Selection and Adoption

Policy Advisory No. 734 Policy IJNC — Resource Centers/Media Centers/School Libraries

(NEW) Regulation IJNC-R - Resource Centers/Media Centers/School Library

(NEW) Exhibit IJNC-E — Resource Centers/Media Centers/School Library

Policy Advisory No. 735 Policy IMD — School Ceremonies and Observances

Policy Advisory No. 736 Policy IMB — Teaching About Controversial/ Sensitive Issues

**20.** **INFORMATIONAL ITEM AGENDA ITEM**

Second Read of September Policy Services Advisory No. 737 - 738

Policy Advisory No. 737 Policy JLCB — Immunizations of Students

Regulation JLCB-R — Immunizations of Students

Policy Advisory No. 738

Regulation KDB-R — Public’s Right to Know/Freedom of Information

**21.** **INFORMATIONAL ITEM AGENDA ITEM**

Bus rules: Need rules to keep better control on bus and have disciplinary actions in place for degree of wrongdoing. The student handbook pgs 15-16 states bus rules.

Need documentation of misdeeds on the bus. Once a student has 3 incidents, possibly no longer allowed to ride the bus, for certain amount of time. Possibly have someone else ride the bus to monitor students. Tammy suggested a rules and consequences form such as KUSD uses for their students.

**22**. Provided Info on House Bill 2853

 Requesting information on how this bill will affect rural schools. Bill gives

$6,500 per student that is home schooled or goes to a private school. Money follows students.

**23.** **INFORMATIONAL ITEM AGENDA ITEM**

ASBA Policy in Binders for board members. The Board President requested that all approved policies be in hard copy for each board member.

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

Informal Evaluation of building Principal/Administrator-Policy CBI

Mr. MacDonald requested evaluation be in open session.

Questions asked are from an Evaluation Tool Format.

**A. Education**

A. Administers the development, coordination, maintenance and

 evaluation of the educational program, including the special

 education program.

 Onilee Ferry is our SPED director, she takes care of all SPED instruction and services.

 The teachers receive the SPED students IEP’s and 504 plans to know how to best

 provide the services they need.

B. Supervises methods of teaching, supervision, and administration

 in effect in the school.

 Teachers and principal attend conferences. Has in person and online training to keep

 certificates up to date. Summarize with staff what was learned.

C. Keeps informed of modern educational practices and thought by

 advanced study, by visiting school systems elsewhere, by attending

 educational conferences, and by other appropriate means.

 Attends conferences.

 Has weekly staff meetings on Wednesday afternoons.

 Board member stated that some staff have mentioned that nothing gets accomplished

 at these meetings. Mr. Mac commented that there are items on the list of topics to be

 discussed, at the meeting, that aren’t done yet. Meaning that they are still on list as

 reminders. Different staff are recommended to do different assignments on the list.

 All staff are invited to attend, not everyone does. Anyone can look at notes on google

 classroom.

**B. Management**

A. Ensures that all activities of the District are conducted in

 accordance with the laws of the state of Arizona, the regulations

 of the Arizona Board of Education, and the policies of the

 Governing Board.

 Board member stated some female staff mentioned that Mr. Mac had made

 inappropriate comments. Mr. Mac stated he never knew about that, this is the first time he

 heard anything about that. He suggested if they are afraid to talk to him, they should

 talk to Ms. Warren.

B.Assumes responsibility for the overall financial planning of the

 District and for the preparation of the annual budget, and

 submits it to the Board for review and approval.

 Mr. Mac stated he doesn’t feel guided as far as finances and learning about grants is

 concerned. Board member stated he needs guidance in how to get along with staff.

Letters C, D, F, G, H, I & J of Evaluation Tool didn’t pertain to this evaluation.

E. Provides suitable instructions and regulations to govern the

 maintenance of school properties.

 Routinely talks to Brian, director of maintenance, about property issues such as fire drills,

 CINTAS fire alarm system, 40 day ADE count etc.

K. Remains current on new legislation and implements laws to the best

 advantage of the District.

 Tries to stay up to date on these topics.

**C. Governing Board**

A. Attends and participates in all meeting of the Board and its

 committees, except when excused by the Board.

 This present board meeting had information on House Bill 2853. Keeps board informed

 of most current happenings at the school.

B. Takes prompt action to implement all directives of the Board.

 When asked by the Board to make copies of all information to be presented

 to the Board at every meeting, Mr. Mac felt it was a waste of paper to make all those

 copies. Adults are not setting an example to students by not going on Google Classroom to

 get all information needed for each meeting. Was upset at that particular meeting and made

 a comment that he was going to have to plant more trees, because we used so much paper.

C. Advises the Board on the need for new and/or revised policies.

 Mr. Mac says he has a copy of any policies or information that the Board might need. If the

 Board members want to see it, he will pass it around. Board member mentioned that

 Mr. Mac should make it available before the meeting. Mr. Mac stated he will try to

 do better.

D. Provides timely advice to the Board on the implication of changes

 in statutes or regulations affecting education.

 Doesn’t always print out new policies that he gets.

E. Informs and advises the Board about programs, practices, and

 problems of the school, and keeps the Board informed of the

 activities operating under the Board’s authority.

 Board member mentioned that this present meeting had a revised agenda that Ms. Warren

 had e-mailed to Mr. Mac the previous Friday, but he hadn’t posted or printed it out for

 the board meeting. Also mentioned that no information was given to staff or students

 about Spirit Week until two days into the week.

F. Question not asked

G. Develops and implements rules and regulations in keeping with Board

 policy.

 Board members have to ask for information, it is not given up front.

 Mr. Mac needs to be more proactive with enforcing dress code.

**D. Personal**

A.Recommends to the Board the appointment or dismissal of all

 employees of the District.

 Works together with Ms. Warren on hiring or dismissal of employees.

B. Ensures that all employees are evaluated in accordance with the

 schedule established by the Board.

 Ms. Warren will be conducting staff evaluations in December.

C. Determines assignments, defines the duties, and coordinates and

 directs the work of all employees of the District.

 Board member feels Mr. Mac should be better with walk throughs of the classrooms.

 Board member doesn’t feel Mr. Mac is knowledgeable enough about what each classroom

 is doing.

 Board President asked Mr. Mac, “ As a whole, do you feel you are a good fit for the position

 of principal at Cedar Hills?” he asked, “In what regard?” (He never responded to the question

 asked by the Board President.) He stated he has done principal duties as an

 assistant principal in his prior employment. He said he did what he is doing now. He stated

 he went through five principals at his previous school. Board member asked if he had ever

 applied to be the principal. He answered that he had applied multiple times, but wasn’t hired

 because he wasn’t Native American.

 Board member feels Mr. Mac needs to be better at notifying parents of what's happening at

 school. Enforce rules that are already in place.

 Don’t use going home as a punishment.

 Enforce dress code, if parent gets called enough times for change of clothes, maybe they

 will be more apt to pay attention to their child’s attire.

 Mr. Mac feels discipline starts in the classroom, teachers should take care of discipline.

 He feels if a student is sent straight to the principal, then the student feels like the teacher

 isn’t capable of handling their students. Mr. Mac feels teachers should deal with discipline

 and should document each misdemeanor and after three, should send to principal.

 Board member stated they feel that when a teacher is absent, that Mr. Mac should sub

 for that teacher, not a para.

 Board members feel that staff relations is not a positive, productive environment. This is

 a huge concern for school board. No respect for employees.

 Board members have higher expectations than Mr. Mac is presenting. Board president feels

 he should talk to her more and let her know what is going on at school, and Mr. Mac needs to

 form trust with the staff.

 Mr. Mac feels if he doesn’t know about a problem, how can he fix it? Feels staff constantly

 talks to Ms. Warren about issues and not him. He feels the staff goes to Ms Warren with

 decisions.

 He feels communication goes both ways and that Ms Warren knows more about what is going

 on than he does.

 Mr. Mac feels each staff person should go on google drive to find out what is going on.

 Board president asked Mr. Mac if he has any concerns.

 He said after staff survey of his performance, he felt attacked. Doesn’t understand why

 female employee doesn’t want to be in the same room as him.

 He feels his hand are tied when it comes to discipline, because a parent has told him not to

 discipline his children. He feels Board doesn’t want him to enforce the discipline training that

 he took at the beginning of the year. Board member reminded him that they have requested to

 see that video and he hasn’t given it to them to see. He stated that Mrs. Bullock has it.

 Board has asked Mr. MacDonald to work specifically on the following things:

1. Communication
2. Behavior - How are you going to create a climate of trust and security to staff and students.
3. Communication with the Board. Needs to be at a higher expectation.

Board has requested Mr. MacDonald have a plan provided to the Board within two weeks. Have it available for pick-up so the Board can review it. (November 28, 2022, due to Thanksgiving break.)

25. Items for next board meeting.

 Mr. MacDonald’s contract

 Culinary stipend

 Teachers classroom site fund and stipends

 Bus rules

 Light for outdoor flag.

 **26.** **ADJOURN**

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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Board President Date