

**HACKBERRY ELEMENTARY SCHOOL DISTRICT #3  
REGULAR BOARD MEETING MINUTES**

Governing Board Conference Room

Tuesday, March 10, 2020

THE MINUTES FOR THE MEETING IS AS FOLLOWS:

GOVERNING BOARD OF THE HACKBERRY ELEMENTARY SCHOOL DISTRICT #3

BY: 

Deb Warren, Administrator

The minutes for the meeting is as follows:

**I. OPENING ITEMS**

1. The meeting was called to order by: Board President, Scherrie Whitten @ 5:48 pm
2. Roll Call: Board President-Scherrie Whitten, Board Clerk-Ellen Kelley, Business Manager-Joni Bullock, Administrator-Deb Warren
3. Pledge of Allegiance:
4. 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 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.*

Board President, Scherrie Whitten, informed the public that the 3 minute time limit would be adhered to due to the number of speakers.

Tony Tungka- I have worked at Cedar Hills School a little over 3 years now as the custodian. I am an uncle of 2 students here and through my experience I've seen a lot of ups and downs. More good than bad. This school has really changed for the better. All of which became possible under Ms. Warren. This school has dramatically changed from having field trips that only included female students to a camp or only going to 4H every year vs. going to places like Havasu indoor water pool, Las Vegas Interactive Aquarium or Keepers of the Wild. All while under budget. A school that once had lunches that were bare minimum, depressing, no flavors, vs. good, warm, tasty, delicious food for these kids. All while under budget. A school that 4 teachers walked out for days leaving their students unsupervised and not being educated. Fortunately, thanks to the administration and teacher aid staff, these kids continued to receive their education. Instead, today the decisions on eliminating that very same staff is somehow justified by poor, blinded oversight providing no evidence. A school who once had a custodial/maintenance person cutting corners, violating countless school property codes by not properly maintaining school grounds. Not keeping things cleaned and sanitized daily risking health code violations. My duty as a custodian is to ensure everything is clean and sanitized properly daily, while meeting health code standards. It would be virtually impossible to handle all maintenance duties at the same time. Priority duties also include; Preventing head lice and bed bugs, preventing the spread of influenza and now the coronavirus,(which there is a case in Kingman right now) preventing

rodent and insect infestation. Instead, the decisions being made to eliminate positions are taking place today. Were it not for the Ms. Warren and Ms. Bullock we would not have a quality grade "A" score along with major progressive changes. Thank you

Kristin Porter- I want to inform the Board members that I had filed a formal complaint about a teacher here and would like them to look into it.

Leslie Porter- I totally agree with Tony on how important the support staff is to the school and students. If there are any cuts I would not want it to be the support staff. My students have been going here since kindergarten and have received a lot of support from the paraprofessionals. It's not the same ones that were here before, but the ones that are here now, support the students that are here now. Paraprofessionals are so very important to her kids and she would hate to see them go.

Leanne Donason- Mine is a little more personal. It is really my personal experiences with the school. I want to address a proposal that I heard went on at the last board meeting about eliminating positions. I have five grandsons that attend school here. One in preschool, 1st, 3rd, 5th and 6th grades. I am personally involved in my grandchildren's school. I convinced my daughter and son-in-law to move here to this area because of this amazing small school. For the past five years I have attended parent/teacher conferences with my daughter. Three of my grandsons receive speech. Two of them have had speech since they were 4 years old. The 8 year old is in the process of moving on from his speech program because of the excellent one on one he has received not only from his teachers but from the assistants. He is doing far better than if he was in a large setting and I do not have one bad thing or one bad experience to say about the current staff. A staff that is totally motivated to get the best performance from every child here. I don't care if teaching styles are different from another. The academic assistance that is provided to each child is practically unheard of. I personally feel it is a privilege to be part of this community and school in which my grandsons are taught kindness, respect, and to have academic success. As a Board member I feel it is your duty to support the students' educational needs. I ask the Board to please reconsider. The excellent education our children are being provided by every member of our staff is needed and appreciated. Thank you

Lorie Cote- Just wanted to address the budget cuts. I just wanted to say I have two grandkids that go to this school. One is in 6th grade and one is in preschool and I just really appreciate the preschool that Ms. Warren activated or was behind getting started. Two years ago my older granddaughter was really struggling and since Ms. Warren has been here she has just excelled. She is an "A" student and if you ever go to one of the award ceremonies, almost every child is on the honor roll. They are doing an excellent job and it would be terrible to lose anyone. Thank you

Elsa Peters- Reading for Sara Prentice (teacher) It will be almost 2 years since joining the community of Cedar Hills and I thought I hit the jackpot. It's not everyday you get a school with class sizes no more than 20. It is not everyday that you have a staff that understands teamwork which is essential for anything to run smoothly. It is not everyday that a school is able to provide the support for students like we do here. Cedar Hills has given us the opportunity to grow as teachers and provide something special for the students. It is important to stick together and support each other. It is a turn off to hear that this is even up for discussion. Like we have all said, why fix what is not broken? This sends a message that we are all disposable and what we have worked hard for does not matter in the end. The education system in the U.S. is flawed. We cut to save money, we forget why we are here. Please, please do not forget why we are all here, for the students. If the board thinks this is a good decision for both staff and students, then it is a place

where our ideologies have taken different paths, and I will be taking my own. We all bring something special to this school, and if you cannot see us as a benefit, then I will take my magic else where. Where I can continue to work magic with our future leaders. Whether your motivations are for personal reasons or academic, I urge you to see that what we have is working, why try to “fix” it ?

Karen Van Steen- School Board, staff, and community members. I am reading this today to express my thoughts about my position (secretary/health attendant). This is my first time working in a school setting. I was nervous about a career change, but it has been very positive for me. I have had a lot to learn but I like having my mind stretched to learn all the aspects of my position. I just don't sit at my desk and stare at my computer all day, thankfully. I monitor speech therapy, enjoy doing lunch duty, playground monitor, and taking care of sick students. I enjoy getting acquainted with the students and have grown to love each one of them. The staff, including Ms. Warren and Ms. Joni has been very understanding and helpful in learning my new position. Working with the staff has been a pleasure and I am glad to call them my friends. Ms. Warren has a good rapport with the students and they have a healthy respect for her and aren't afraid to talk to her about anything. Working together as a team we are able to be successful. One thing I learned is that my job performance does not guarantee I will have a job next year. Ms. Warren gave me my review and I was very pleased, but then found out the board has to approve it. When I interviewed I told them I hoped to retire from this job in 10 years. I was told that all the staff jobs would be discussed at the February board meeting. I attended to see how all this works, and came away quite confused. I did not understand why the board would want to eliminate some staff for no reason. We are under budget and received an “A” letter grade from AZ Dept. of Ed. for 2 years. We are obviously doing a great job, why decrease staff ? If the number of staff is decreased everyone else will have to do that person's job and won't be as effective at doing their own job. Teamwork is the key to our success, don't lose the key. Board members should get to know and interact with the staff. Get input from all the teachers about the day to day happenings. Ms. Warren holds the teachers to a high standard of teaching, and is very supportive of their needs. Without good leadership at the helm any institution will falter. Please do not allow Cedar Hills to falter because of your own personal dislikes. It was also brought to my attention that a board member was threatening to eliminate staff and not to blame them, which was discussed outside of the board room. I will be very sad if I lose my position at the whim of someone who does not know what happens on a day to day basis of the school. If I was not doing my job properly I could understand being eliminated, but when my review was an excellent one, I am completely blindsided.

Elsa Peters- I want to piggyback on what everyone else is saying. Were a team and I have worked in many school districts larger than ours and had no teamwork whatsoever. I have had principals that would say I have time for you, but then did not. I have a disability of stuttering and none of my team members would give me a chance to speak, but here I do not have to worry about that. Because what I say will be heard and the support that I need will be given.

Stacy Durst- Read by Karen Van Steen. Thank you staff, board members, parents, grandparents, and guardians. Apologized for not being present. Deeply concerned about the topic of reducing staff at Cedar Hills. Today we witnessed teamwork. Our school cook was absent and without a worry, the staff knew breakfast and lunch had to be provided. At Cedar Hills we have become a team that works together, and without hesitation, members of the staff jumped in. Cooking meals, serving students, and cleaning the kitchen and cafeteria. Without these people what would we have done ? While we have jobs with descriptions of duties to be performed, we all go well above our mandated

job descriptions. We are not just teachers, we are soundboards for students to talk to, we step in as caregivers because sometimes we are the only support system that child may have. The support staff performs many jobs that provide the students with a safe, clean, and secure environment, ALL vital to school success. Maslow's Hierarchy of Needs-there are 4 levels of deficiency needs that need to be met. These include eating, drinking, sleeping, safety needs, social needs, and ego needs. These must be met before any learning can actually happen. Students cannot learn on an empty stomach or focus if they do not feel safe. The support staff also provides one on one academic help. This is where we shine. Few schools can provide this for those students who need a little more help, and yet we are capable to do so in a one on one setting. This is huge and so important. Support staff also provide enrichment for students that go above and beyond what is expected of them. Our main question is why? Why fix something that is not broken? Cedar Hills Elementary has been rated an "A" school. Out of 11 schools in the Kingman District, there were only 2 other schools who received an "A" rating. It is because this team we have built, and the relationships we have made, to be able to provide our students with the best. We know its not a matter of money, we are under budget. Why? If you choose to terminate our support staff, what will you do with those available funds? Does that mean a raise for teachers? Who will be the ones taking over these duties? What kind of message are we sending to our students and community? That even though we've performed as a high proficient school, and under budget, we must cut the very same people that helped make it happen. Who will suffer? Our students.

Joni Bullock- I was not sure if I was going to speak tonight, I was contemplating if my remarks would come out biased, or much less even heard. I have become very fond of the staff here, enjoy working here, especially with Ms. Warren. I sure did not know how I would do working for a school, although I have a degree in accounting, and from a top law school. I was nervous starting something different. I came from the corporate world and it was extremely cut-throat. You had to be very cold, hard, and strong to survive dealing with 100's if not 1000's wanting your job. I not only survived, but was extremely successful. I didn't expect that type of environment at a small school with the population under 40. Up until the past 30 days, the morale here has been very positive and upbeat. The staff works very well together and support each other. For example, after the food service manager resigned, our maintenance man and janitor stepped right up and rearranged their schedules to prepare and serve the students hot, nutritious meals, while maintaining all of their regular duties. Do you think that would have been possible if either of those positions were eliminated or replaced? I think not! It's difficult for me to accept that the opinions of a single person could influence this board to the point of eliminating or replacing even one single employee. We are, and have continued performing under budget for the 3 years I have been here. To make such decisions, makes zero financial sense. I understand people's personalities don't always click, that's no excuse to use a position of power to threaten livelihoods and/or punish anyone. A school board member's job description is not to lash out and carry out a personal agenda. They can't fathom what it takes to oversee curriculum, state testing, put and keep teachers on track to obtain a letter grade "A" (2 years) as well as managing other staff and the facility. Board members are suppose to work with the superintendent/principal as well as parents and community for the benefit of the students. Eliminating or replacing people would not benefit this school. Quite the contrary, it would show pure ignorance.

Leah Ganzer- Charles mom. I don't have a speech, but I would like to voice my opinion about the dismissal of these key positions. My son goes here. For the past three years he has come from

here (motioned with her arm showing a lower level) to here (higher level) and I don't just mean in height. (very emotional) He has been on A/B honor roll for the past two years. He has come very far and I know it is because of the staff, and everybody that is here.

Tim James- I feel pretty much like everybody else. I fully support the teachers and administration. They are directly connected to the high academic levels of the students. I truly believe that since Deb has been in office things have drastically changed. I would like to see the board make decision based on the performance of the children, not whatever personal vendettas or grudges are being held.

Scherrie Whitten-I did not know we had any. I thought we were all working together well.

Tim James- It does feel that way.

Michael McGlothlin- My name is Michael McGlothlin and my daughter has been out here since kindergarten. I feel that our job as elders of these children is to lead by example, and it would not set a good example with no evidence to just let staff go. They are literally our future. All of ours.

## 5. REPORTS

- \* Administrator: Food Service Administrator Review update- Ms. Warren provided the current follow-up from Health and Nutrition Services.  
Food Service Agreement signers with ADE

- \* School Board Report:

- Ellen Kelley provided an article from Educational Leadership to be copied for the next board meeting.

- Ellen Kelley-Asked if there were cameras on the bus?

- Ms. Warren-No, we have not needed one. Can look into.

- Scherrie Whitten asked for an update on the Woodmark grant that was received.

- Ms. Warren stated that we still had funding available to purchase items for the library.

- Scherrie Whitten asked about the prayer group and use of facility.

- Ms. Warren- The group would have to provide their own insurance and they decided not to use the school.

- \* Business Manager: Budget update

- Ms. Bullock stated that we still have 58% of our budget remaining. We are in a good place.

- 6. Approval of Routine Orders of Business. Documentation concerning the matters on the Consent Agenda may be reviewed at the Hackberry Unified District Office, 9501 Nellie Dr. Any Board member may request an item be pulled off the agenda for further discussion.

- A. Approval of minutes

- February 11, 2020

- Regular Board minutes

- Discussion/Action

- Scherrie Whitten motioned, Ellen Kelly yes. Passed 2-0

- B. Approve Vouchers

- 1. Ratify Hackberry payroll voucher: 2019, 2120

- Discussion/Action

- Ellen Kelley motioned, Scherrie Whitten yes. Passed 2-0

2. Ratify Hackberry expense vouchers: 2042, 2043, 2044, 2045 Discussion/Action  
Ellen Kelley asked about other comm. ser. under the Hackberry revolving account. Chart of accounts was already put in the settings in Visions.  
Ms. Bullock will check into and provide information at the next board meeting. Scherrie Whitten motioned, Ellen Kelley yes. Passed 2-0

## II. OLD BUSINESS

7. Approval/renewal of Administrator/Superintendent, contract for SY 2020/21  
Deb Warren. The employee agreement would consist of a Post-Retirement Employment Opportunity through a third party vendor such as **Educational Services, Inc. (ESI)**. Hackberry E.S.D. #3 Board will have to authorize to enter this agreement **pursuant to A.R.S. 15-502(A)** The agreement will include but not limited to the following key terms: See attached **RetireRehire Terms Acknowledgement**

Provide current accumulation of sick, PTO, and vacation days document.

**Policy CB- Administrator**

**Legal Reference: A.R.S. 15-503**

**Policy GCCA- Professional/Support Staff Sick Leave**

The Governing Board , may, by motion, go into executive session for discussion of personnel pursuant to **A.R.S. 38-431 (A)(1)**

Discussion/Action

Ms. Warren stated she had requested an open public meeting. Ms. Bullock also provided the savings the school district would have by rehiring Ms. Warren as the administrator

Tabled until the next meeting.

8. Approval/renewal of Certified teacher contracts for SY 2020/21  
which includes the state mandatory 5% raise.  
Elsa Peters, Sara Prentice, Patricia Henry, and Steve Hawley  
Provide current accumulation of sick, and PTO days of certified teachers.

**Policy GCB- Professional Staff, Contracts and Compensation**

**Legal Reference: A.R.S. 15-502, A.R.S. 15-503, A.R.S. 15-544**

**A.R.S. 15-952, A.R.S. 15-977**

**Policy GCCA- Professional/Support Staff Sick Leave**

The Governing Board, may, by motion, go into executive session for discussion of personnel(s) pursuant to **A.R.S. 38-431 (A)(1)**.

Discussion/Action

Tabled until the next meeting.

9. Approval/renewal of Classified Work Agreements for SY 2020/21  
Brian Brown- Bus Driver/ Maintenance  
Joni Bullock- Business Manager  
Stacy Durst- Paraeducator  
Cynthia Henson- Paraeducator  
Tony Tungka- Custodial/Maintenance  
Karen VanSteen- Front Office Clerk/Health Asst.  
Provide current accumulation of sick, PTO, and vacation days of all hourly employees if eligible.

**Policy GDB- Support Staff Contracts and Compensation**

**Legal Reference: A.R.S. 15-502**

**Policy GCCA- Professional/Support Staff Sick Leave**

The Governing Board, may, by motion, go into executive session for discussion of personnel(s) pursuant to A.R.S. 38-431 (A)(1).

Discussion/Action

Tabled until the next meeting.

10. Discussion and possible action of changing Hackberry E.S.D.#3 Board meeting time to accommodate the community. Discussion/Action  
Scherrie Whitten asked the public in attendance what they thought would be a good time to schedule the board meetings. The board really wants the community to attend. Several responses provided.  
Scherrie Whitten motioned to schedule regular board meetings on the 2nd Tuesday of the month at 3:45 pm, Ellen Kelley yes. Passed 2-0.

**III. NEW BUSINESS**

11. Discussion and possible action regarding the use of side door for enter/exit purposes by students and staff. Discussion/Action  
Ellen Kelley was concerned about the safety of the students using the side entrance. Parents/guardians supported using the side entrance.  
Ellen Kelley motioned to leave the procedure as is, with supervision being provided in the hall, Scherrie Whitten yes, Passed 2-0.

12. **Acceptance of resignation letter of Food Service Manager, Nicki Gunckel**  
Dated effective March 9, 2020  
**Policy: GDQB- Resignation of Support Staff Members**  
Scherrie Whitten motioned to accept the resignation of Nicki Gunckel and post position, Ellen Kelley yes, Passed 2-0.

13. **Policy Manual and Administrative Regulations Board review-**  
**Policies: Section G- Personnel: GBEA, GBEAA, GBEB, GBEFA, GBI, GCBA, GCCA, GCF, GCFC, GCO, GCQE, GDF, GDFA, GDL**  
**Section I- Instructional Program: IHA, IHAMD, IHB, IL, IMD**  
**Section J- Students: JEB, JFAA, JFAB, JFB, JICA, JICK, JIH, JJIB, JJJ, JL, JLCD** 1st Reading

14. Discussion in reference to the Dodge Durango (school vehicle) and options for school employee travel. Discussion only  
Ms. Warren provided blue book value of Durango and stated it will not shut off once it is started. We can pay mileage to those that have a dependable vehicle and/or reimburse renting a vehicle. Will put on future agenda.

15. Discussion and possible action on the format of Hackberry E.S.D. #3 minutes Discussion/Action  
Ellen Kelley provided a sample of board minutes from KUSD. She liked the format. Scherrie Whitten motioned to use the bullet format for the board minutes, Ellen Kelley yes, Passed 2-0.

16. Discussion and possible action to approve Grand Canyon Caverns (4/16/20) and Shark Reef Aquarium (4/30/20) student field trips.  
Ellen Kelley motioned, Scherrie Whitten yes, Passed 2-0

Discussion/Action

Scherrie Whitten asked the audience if there was anything else?

Ms. V. Anthony- Stated she had two things. She had a question about the licensing of the preschool.

Ms. Warren informed her that we report to the state of Arizona.

Ms. V. Anthony had a second question about the staff serving meals to the students. Do they have food handler cards?

Ms. Warren stated absolutely.

17. Adjourn: 7:02 pm

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

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Scherrie Whitten, Governing Board President

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Date