


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

**REGULAR BOARD MEETING MINUTES**

Governing Board Conference Room  
Tuesday, June 4, 2019 at 5:45 pm

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: Scherrie Whitten @ 5:45 pm
2. Roll Call: Board President-Scherrie Whitten, Board Clerk-Ellen Kelley, Board Member-Rocky Hamodey II via phone conference, Administrator-Deb Warren, Business Manager-Joni Bullock
3. Pledge of Allegiance:
4. Approval of Regular Board Meeting Minutes: May 7, 2019  
Approval with change to spelling of Scherrie Whitten's name, item #13.  
Motioned by Scherrie Whitten, 2nd Rocky Hamodey II, Ellen Kelley yes

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.*

None

7. REPORTS

- A. Administrator: Student count for 2019-20 SY (approx.), Board training  
Approximate enrollment for 2019-20 SY is 32 students. Board agreed to schedule training provided by the TRUST. Schedule in July 2019.
- B. School Board Report: Scherrie Whitten had contacted the Auditor General's office in reference to performance audit. It can be up to 6 months to receive the report.
- C. Business Manager: Update on auction deposit. Wade Stephens at the Mohave County Office confirm that the audit monies was not deposited. The Board asked that Wells Fargo be contacted to have access to bank statements for 2012.

## **II. CONSENT AGENDA**

8. (Any member of the Board may request that any item be pulled from the consent agenda and considered separately)

A. Ratify payroll voucher: 9125, 9126, 9127 Discussion/Action  
Scherrie Whitten had questions about payroll 9127. She referenced 301 monies and if there was a plan in place that documented how teachers received it. Deb Warren stated she has followed what has already been in place. She also explained the 3 buckets (accounts) of money that teachers may have available to them. Two of the accounts (011 & 013) are divided amongst the teachers. Account 012 is performance based. Ms. Whitten asked about paraeducators receiving 301 money. No they cannot, but are eligible for result-based funding, which was available due to H.E.S.D. #3 meeting the criteria. Ellen Kelley asked about any teachers being on a performance plan. Deb Warren commented that we cannot discuss this. She asked again, and was told yes. Ms. Kelley stated that, "shouldn't we know about this"? Ms. Warren told her the performance plan was prior and we cannot discuss any further.  
Motioned by Scherrie Whitten, 2nd Ellen Kelley, Rocky Hamodey II yes

B. Ratify expense vouchers: 1938, 1939, 1940 Discussion/Action  
Scherrie Whitten had questions on the following-Lee's Uniforms, auditor's expense, and repair and maintenance expense. Lee's was for school shirts, repair/maintenance was replacing items in food service, and Joni is going to get back with her on the auditor's expense.  
Motioned by Scherrie Whitten, 2nd Ellen Kelley, Rocky Hamodey II yes

## **III. OLD BUSINESS -**

9. Staffing for 2019-20 SY Certified/Classified Positions update Discussion  
Ms. Warren stated that it has been somewhat of a challenge for the middle school position, but we have a couple of options. Two interviews are scheduled for this week and one applicant is available, but may have to move in December. If the applicant would have to move, the middle school program would be developed and we could put in a long-term substitute. Ms. Warren would be listed as the teacher of record. Paraeducator position- interviews are still scheduled.

## **IV. NEW BUSINESS**

10. Policy Advisories: 646-649 1st reading/Discussion  
Scherrie Whitten asked if the board had to approve policies if it did not pertain to the district. Deb Warren stated that the areas crossed out are the changes provided by ASBA. Also, there is specific wording that would need to be changed. Ms. Warren will confirm with ASBA.

11. Service agreement approvals for 2019-20 SY Discussion/Action  
 CINTAS  
 Ferrell Gas  
 Frontier Communications  
 Southwest Alarm  
 Wells Fargo  
 Westside Disposal  
**Motioned by Rocky Hamodey II, 2nd Scherrie Whitten, Ellen Kelley yes**
12. Renewal of IGA's/Contracts for 2019-20 SY Discussion/Action  
 Beyond Textbooks  
 Canyon State Educational Services  
 Food Program Service Agreement  
 NAU/ETC  
**Motioned by Rocky Hamodey II, 2nd Scherrie Whitten, Ellen Kelley yes**
13. Approval of weekly special classes/teachers Discussion/Action  
**Question was asked, what specials were going to be offered ? Deb Warren stated that music, art, and physical education will be provided weekly.**  
**Motioned by Rocky Hamodey II, 2nd Ellen Kelley, Scherrie Whitten yes**
14. Approval of Anna Anderson, paraeducator resignation Discussion/Action  
**Motioned by Rocky Hamodey II, 2nd Ellen Kelley, Scherrie Whitten yes**
15. Procedures on lice control Discussion  
**Information packet on lice control was provided to all board members. The same information was provided to all parents/guardians of Cedar Hills School. Mrs. Whitten opened the discussion to the public. Parents discussed a deep concern due to their children/grandchildren having lice. Stating it is costly and has been very difficult to get rid of. (super lice) Photos were provided. Solutions were discussed and school procedures were provided by Ms. Warren. Lice kits are provided to families that cannot afford it and appropriate cleaning products are used in the classrooms. A procedure will be implemented for storage of coats and backpacks prior to the 2019-20 school year. Individuals from the audience are willing to donate their time to help resolve the issue.**
16. Additional items: Schedule Special Board meeting for June, 2019  
 Proposed Budget/Public Hearing  
**Special Board meeting scheduled for June 18, 2019 @ 5:45 pm**
17. Adjourn: 6:35 pm