

## HACKBERRY 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

August 10, 2021

REGULAR MEETING

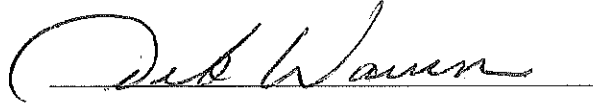
4:00 PM

### 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.



Agent for the Governing Board, Deb Warren, Interim Administrator

Members of the Hackberry Elementary School District #3 Governing Board will attend in person, by telephone, video, or internet conferencing. Agenda is subject to reordering of items.

THE MINUTES FOR THE MEETING IS AS FOLLOWS:

#### I. OPENING ITEMS

1. The meeting was called to order by: Leanne Donason @ 4 pm
2. Roll Call: Leanne Donason, Tammy Herrera, Lorie Cote, Megan Hamodey (via phone)
3. Pledge of Allegiance:
4. Moment of Silence:
5. Approval of Budget and Regular Board Meeting Minutes for July 13, 2021.
  - a. Motion to approve by Tammy Herrera
  - b. Motion seconded by Lorie Cote
  - c. Motion passed in favor 4 - 0.

#### 6. 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.*

- a. Mr. Capriglione stated concerns about wanting to volunteer in his wife's classroom and wanted to know the procedure he needs to go through to be able to volunteer.

## 7. REPORTS

- A. Administrator: COVID-19 update, Assessment result summary, Hackberry staff contact information, update on filling stations, and filtration systems, Food Service Director letter, Radiochemical Activity report.  
All documents above were provided to Board members.
  1. Ms. Warren reported that we have a quote for the filling stations. We need to check if filtration system is capable of doing reverse osmosis.
  2. Board members want a scale for the Radiochemical Activity report to determine what level is toxic.
- B. School Board Report: None
- C. Business Manager: Hackberry budget update
  1. Rollover funds was significantly smaller than previous years.
  2. Invoice from The Trust for SY 2019/2020 was \$19,012.00  
SY 2020/2021 was \$44,335.00  
increase of \$25,325.00  
Due to legal fees from the lawyer.
  3. Budget spreadsheet provided.

## 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: **2103, 2104, 2105**

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

B. Ratify expense vouchers: **2135, 2201**

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

9. Front Office Clerk to be appointed student services representative  
(Karen VanSteen)

Ms. Van Steen will assist with monies collected from fundraisers and sign off on receipts of money from student council and/or other student clubs.

- a. Motion to approve by Tammy Herrera
- b. Motion seconded by Lorie Cote
- c. Motion passed in favor 4 - 0

10. Service Contract for Canyon State Educational Solutions  
(writing/reading specialist)

Specialist comes approximately eight days this school year to provide training for teachers and paraprofessionals techniques for helping students succeed in writing and reading.

- a. Motion to approve by Lorie Cote.
- b. Motion seconded by Tammy Herrera
- c. Motion passed in favor 4 - 0.

11. Dolbridge Law Firm to perform financial audit for 2021.

Two bids were put in, cost of audit already in budget.

- a. Motion to approve by Tammy Herrera.
- b. Motion seconded by Lorie Cote.
- c. Motion passed in favor 4 - 0.

12. Aspen Service Contract- Food Services

A company that helps schools save money on food costs by having a group of schools ordering from them. Costs \$300.00 per year for this service.

- a. Motion to approve by Lorie Cote.
- b. Motion seconded by Tammy Herrera
- c. Motion passed in favor 4 - 0.

13. Adopt Four day week Instructional Time Model and plans to continue to use a 4 day week model moving forward. (2nd)

- a. Motion to approve by Tammy Herrera.
- b. Motion seconded by Lorie Cote.
- c. Motion passed in favor 4 - 0.

**III. NEW BUSINESS**

14. Volunteer/Visitor Policy/Procedures

Discussion on making a policy for visitors and volunteers.

Volunteers should obtain a fingerprint clearance card, be professional, pass a TB test.

Discussion only..

15. Classroom Site Fund disbursement- Rollover monies from 2020-2021 school year

Discussion that payouts will be twice a year, December and May

Discussion - Amounts given will be determined by performance evaluations.

Hold on to rollover money until a plan is developed that will include the paraprofessionals for 2021/22 school year.

Classroom Site Fund Plan will need to be developed and passed by the Hackberry Board prior to disbursement.

- a. Motion to approve by Tammy Herrera
- b. Motion seconded by Lorie Cote.
- c. Motion passed in favor 4 - 0.

**16. Student/Teacher Cell Phone use in school**

Cellphones should be put in student locker before class starts and remain there for the day.

No cellphones in classroom by students.

No phones at recess.

Teachers use of cellphones should be emergency only unless on lunch or prep.

- a. Motion to approve by Tammy Herrera
- b. Motion seconded by Lorie Cote
- c. Motion passed in favor 4 - 0.

**17. New Policy Advisories: 670-678, and 680-711**

1st Read only

Agreed to use a separate date to discuss policies. Date to be determined.

Workshop session to be scheduled.

**IV. Adjournment**

- a. Motion to adjourn by Lorie Cote.
- b. Motion seconded by Tammy Herrera.
- c. 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

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Date