**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**

**December 1, 2021**

**SPECIAL BOARD MEETING**

**4:00 PM**

**BOARD 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.

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Agent for the Governing Board, Alexander Mayo, School Supervisor

**THE MINUTES FOR THE MEETING IS AS FOLLOWS:**

1. The meeting was called to order by: Leanne Donason @ 4:00pm
2. Roll Call: Leanne Donason, Megan Watts, Tammy Herrera, Lorie Cote
3. Pledge of Allegiance:
4. Moment of Silence:
5. Approval of the Regular Board Meeting Minutes for November 9, 2021:
6. Motion to approve by Leanne Donason
7. Motion seconded by Tammy Herrera
8. Motion passed in favor 4 – 0.
9. 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.*

**7. Reports**

A Supervisor: None

B. School Board Report: None

C. Business Manager:

The office of the Attorney General has received an Open Meeting Law complaint

regarding the Hackberry Elementary School District Governing Board. The complaint

alleges that the Board passed a tax increase without providing proper notice to the

public. Joni responded to the letter with a copy of the posting and proof of payment to

the Kingman Daily Miner. We also posted on the school’s website the “Truth in

Taxation Hearing” as well as the bulletin boards by the front door and the bulletin

board by the road. The school has always posted the Annual Budget Meetings and

“Truth in Taxation Report” as one agenda item.

**New Business**

1. Accept the resignation of Yesenia Morales.
2. Motion to approve by Tammy Herrera
3. Motion seconded by Megan Watts
4. Motion passed in favor 4 – 0.
5. Accept the resignation of Alexander Mayo. Last Day 12/30/2021
6. Motion to approve by Megan Watts
7. Motion seconded by Lorie Cote.
8. Motion passed in favor 4 – 0.

**10.** Approval of Alexander Mayo Vacation Week of 12/27-12/30, and a PTO day 12/9/2021.

Approval for week of vacation tabled till next regular board meeting on December 14, 2021,

further information is needed.

1. Motion to approve PTO day by Tammy Herrera.
2. Motion seconded by Megan Watts.
3. Motion passed in favor 4 – 0.

**11.** Did not move into executive session. Had discussion of employing a qualified Food Service Manager,

Administrator, one on one Para Educator and possible discussion and action regarding Alyssa Prince.

Food Service Manager – Needs to be ServSafe Certified or ability to obtain in 30 days, other

qualifications discussed as per printout from state website.

Starting wage is $18.50 /hr, 11 month employee, 9 hours per day

Paraprofessionnal – One on one with student that needs one on one supervision. Under direction of

teacher. Assist lead teachers in creating and implementing core special education programs.

Starting wage is $15.00/hr, 10-month employee, 36 hours per week

Administrator – Previous experience as a principal, knowledge of school administrative processes

and other qualifications as outlined in job qualifications list.

Starting wage will be based on experience. There will be a 90-day probationary period where

candidate will be compensated 80% of their post probationary salary. Employment is a 12-month

position and a 4-day work week.

1. Motion was made to approve posting of employment opportunities by Tammy Herrera.
2. Motion seconded by Megan Watts.
3. Motion passed in favor 4 – 0.

Motion on Alyssa Prince contract was tabled pending further discussion. Will follow up at

next board meeting on December 14, 2021.

**12.**  **Adjournment**

a. Motion to adjourn made 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 Date