



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9  
GOVERNING BOARD MEETING  
Administrative Services Site  
3490 East Rio Virgin Road  
Thursday, November 10, 2022  
5:00 P.M.**

**Mission Statement**

The Littlefield Unified School District is committed to excellence. Therefore, we are committed to providing opportunities for all students to learn and develop socially, emotionally, and academically. We are committed to providing resources to our students, parents and teachers in an ongoing effort to help students transition from childhood to adulthood.

1. CALL TO ORDER:

Board President Graham called the meeting to order at 5:00 p.m. There were no absences from the meeting and there were approximately 15 members of the public in attendance.

2. ROLL CALL:

Sonny Graham, Board President  
Susan Burch, Board Secretary  
Patricia Schoppmann, Board Member  
Michael Fagnan, Board Member  
Rena Moerman, Board Member

Darlene McCauley, Superintendent/Principal  
Jeremy Clarke, Elementary Principal  
Kevin Boyer, Business Manager  
Sheree Goessman, District Secretary

**CEREMONIAL ITEMS**

3. Pledge of Allegiance: By invitation of Board President.
4. Monthly Employee Shout Out.

Mr. Clarke recognized Genie Stanfield for the Employee Shout Out. He noted Genie leads all of our title services and took over statewide testing last year.

**AGENDA**

5. Consideration of approval of the November 10, 2022 LUSD9 Board Meeting agenda.

**Board Member Fagnan made a motion to approve the agenda, seconded by Board Member Moerman. The motion passed unanimously.**

**Board Member Fagnan: Yes**



**Board President Graham: Yes**  
**Board Member Moerman: Yes**  
**Board Member Schoppmann: Yes**  
**Board Secretary Burch: Yes**

## **PUBLIC COMMENT**

At this time, the public may speak to the Governing Board on topics of concern with the public body's jurisdiction, even if the topic is not specifically included on the agenda. The public must state their full name for the record and will be allowed up to three minutes to address the Governing Board. No action will be taken as a result of public comments. The Board expects that citizens who address the board will present concerns regarding the activities in question rather than make personal attacks upon Board Members, District Personnel or other persons in attendance or absent. In addition, questions or comments on matters that are currently under legal review will not be accepted.

### 6. Public Comment.

Jyll Okelberry, School Counselor, said she is honored to be working for this school district. She said she loves the students and people she works with. Mrs. Okelberry thanked Mrs. McCauley for having faith in her and for allowing her to setup her program. She noted the High School already has 9 or 10 seniors that have been accepted to college.

Jami Reynolds, PE Teacher, said she would like to give a shout out to Mrs. McCauley for hiring her and taking a chance on her. Miss Reynolds noted she teaches PE and coaches volleyball. She also said she'd like to give a huge shout out to Mrs. Okelberry for what she has done with the program.

## **INFORMATION AND DISCUSSION:**

7. Mr. Boyer, Business Manager.
- a. Budget Update
  - b. Student Activity Balance.
  - c. Food Service Financial.
  - d. Other

Mr. Boyer reviewed the department reports.

Mr. Boyer updated the Governing Board regarding the bus that hit a cow. He noted the front driver's side panel is bent. He said the driver did a great job by not panicking and pulling the bus over safely. Mr. Boyer said he will update the Governing Board once we get information from the repair shop.

Mr. Boyer advised the Rotary Club of Mesquite is sponsoring a couple students to go on TLC. They will be leaving December 2<sup>nd</sup> and will return on December 4<sup>th</sup>.

8. Mr. Clarke, Elementary Principal
- a. School Update



- b. Upcoming School Activities
  - i. November 9, 2022 – Lifetouch Picture Retakes
  - ii. November 10, 2022 – Progress Reports Sent Home
  - iii. November 11, 2022 – Veterans Day – No School
  - iv. November 14-18, 2022 – Book Fair Week
  - v. November 15, 2022 – Donuts for Dads
  - vi. November 16, 2022 – Muffins for Moms
  - vii. November 17, 2022 – Awards Assembly
  - viii. November 22, 2022 – Pop Run
  - ix. November 23-28, 2022 – Thanksgiving Break
- c. Other

Mr. Clarke reviewed the events.

He said his staff has completed the training with Houghten Mifflin.

Mr. Clarke said the Elementary School is receiving a donation of vouchers for kids to go to Wal-Mart to purchase new shoes.

The new Kindergarten Teacher will be starting in a few weeks.

Mr. Clarke advised the Elementary School has a new Art Club and 3D Printing Club after school. They are also getting ready to start a STEM after school program.

- 9. Mrs. McCauley, Superintendent/Principal
  - a. School Update.
  - b. Upcoming School Activities
    - i. November 10, 2022 – Lifetouch Picture Retakes
    - ii. November 11, 2022 – Veterans Day – No School
    - iii. November 22, 2022 @ 12:30 p.m. – Thanksgiving Assembly
    - iv. November 23-28, 2022 – Thanksgiving Break
  - c. Arizona A-F Letter Grade.
  - d. Other.

Darlene McCauley said next week begins College & Career Readiness Week. There is a craft fair at the High School on November 19<sup>th</sup>. The proceeds from the craft fair will go to scholarships for the seniors. The AZ Leader Team will go to a conference in Phoenix on November 14<sup>th</sup>-15<sup>th</sup>. Two schools were selected to make a presentation at the conference on November 15<sup>th</sup> and Mrs. McCauley noted she was one of them selected to present. The senior class will be doing mock interviews November 30<sup>th</sup>-31<sup>st</sup>.

Mrs. McCauley noted the A-F letter grades are available. The High School is at a C. She noted she is very proud of the teachers the last Very proud of the teachers the last 4 years



and the students. Mrs. McCauley advised that the Elementary School has a D grade, but we know younger kids have been impacted by the pandemic. There's some crucial time needed for development. She noted the Elementary School already has a plan of action with the new math curriculum being purchased. Board Member Moerman said it is all over the news that these students have lost so much from the pandemic.

- 10. Board Reports.
  - a. Other

Board Member Moerman congratulated each of the newly elected board members.

## **CONSENT AGENDA**

Approval of Routine Orders of Business. Documentation concerning the matters on the Consent Agenda may be reviewed at the Littlefield Unified School District Office, located at 3490 East Rio Virgin Road, Beaver Dam, Arizona. Any Board Member may request an item be pulled off the agenda for further discussion.

**Board Member Moerman made a motion to approve the Consent Agenda, seconded by Board Member Schoppmann. The motion passed unanimously.**

**Board Member Fagnan: Yes**  
**Board President Graham: Yes**  
**Board Member Moerman: Yes**  
**Board Member Schoppmann: Yes**  
**Board Secretary Burch: Yes**

- 11. Consideration of approval of the October 13, 2022 Regular Governing Board Meeting Minutes.
- 12. Consideration of approval of Vouchers and Stipends:
  - a. LUSD9 Payroll Vouchers: 09/2309 and 10/2310.
  - b. LUSD9 Vouchers: 1007 and 1008.
  - c. Stipends - None

(Members of the public may view the content of the vouchers 24 hours prior to the board meeting in the district office.)

- 13. Consideration of approval of FY 2022/2023 Certified and Classified Personnel, Substitute Personnel, and Coaches per the attached list, including the following:

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
DeSantiago, Luiz	Substitute Custodian	10/17/2022
Jones, Hailey	Classified Substitute	10/13/2022
McCabe, David	Elementary Teacher	11/14/2022
Ruiz, Alvaro	Lead Custodian	10/31/2022

- 14. Consideration of approval of the following staff resignations/terminations:



Name	Position	Effective Date
DeSantiago, Luiz	Lead Custodian	10/14/2022

## **ACTION ITEMS AND/OR DISCUSSION**

15. Consideration of approval of donations received by the District per Policy KCD.
  - a. Kroger Inspiring Donations - \$76.29

Mrs. McCauley reviewed the donation.

**Board President Graham made a motion to approve the donation, seconded by Board Member Fagnan. The motion passed unanimously.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: Yes  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**

16. Consideration of second reading and adoption of the following Policies:
  - a. Policy JLCB – Immunizations of Students.
  - b. Policy IKFA – Early Graduation.

**Board Member Moerman made a motion to approve the policies, seconded by Board President Graham. The motion passed unanimously.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: Yes  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**

17. Consideration of first reading of the following Policy, Regulation, and Exhibit.
  - a. Policy JLDAB – Referrals to Other Agencies.
  - b. Regulation JLDAB-R: Referrals to Other Agencies
  - c. Exhibit JLDAB-E: Referrals to Other Agencies.

Mrs. McCauley said this is a new policy and we do not do school based referrals. When we are working with a student that requires mental health services we work with the parent to let them know what’s available, but do not do a referral. This policy would require an annual report and records retention. Mrs. McCauley said she worries about confidentiality and doing more work than we have the staff to do it. She expressed her opinion that what we have been doing is working. Mrs. McCauley asked the Governing Board to consider not approving this policy.



**Board Member Moerman made a motion to deny the policy, regulation and exhibit. The motion was approved by Board Member Fagnan and passed unanimously.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: Yes  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**

18. Consideration of approval of Annual Financial Report for FY 2022.

Mr. Boyer reviewed the AFR. Board Member Burch asked if we budgeted for the Board Room upgrades. Mr. Boyer noted in the budget for next year we do have funds to upgrade the board room. Board President Graham asked about the bonds. Mr. Boyer noted we have two payments left for the bond. The 2023 is the last payment on the bond.

**Board Secretary Burch made a motion to approve the Annual Financial Report for FY 2022, seconded by Board Member Moerman. The motion passed unanimously.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: Yes  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**

19. Consideration of approval of Exhibit KF-EC Community Use of School Facilities User Fees.

Mr. Boyer said the packet includes the existing fees and noted Mrs. Goessman has included what other districts are charging. He noted we get very little use of our facilities. We did have one contractor here locally that asked to use our facilities. Mr. Boyer suggested leaving the rates as is. Board Secretary Burch asked if an employee needs to be present while someone rents the facility. Mr. Boyer said an employee has to be here to let them in and out which the renter pays. Board Member Moerman said her concern is since we have rental rates that we no longer have the community in to see our schools. The comments she's heard is they will go to the fire station because it's free. As we try to build a relationship with the tax payers we are shooting ourselves in the foot. We use to have organizations that would come in that would bring anywhere from 20-200 people in. She noted she has concerns with the Class II charges. Board Member Moerman noted back when the first bond was passed for the elementary; the community was told we would have a facility that they could use. Board Member Fagnan noted we are on the cheaper side for what they want since we've had a business say our rates were cheap. Board Member Moerman said she is talking about Class II which covers the non-profit entities. Board Secretary Burch said the Christmas Bazaar said there was a problem and went to another site. Mr. Boyer said we have not had a request for the Christmas Bazaar or Sub for Santa to use our facilities. Board Member Fagnan asked how you approach those organizations letting them know we reduced our rental rate in case they are interested. Board Member Moerman expressed her opinion that this school was the hub of the community and is not anymore. Mrs. McCauley said she like the idea about getting someone from Class I to sponsor



a Class II entity. She noted the Craft Fair we are having on the 19<sup>th</sup> is sponsored by the School. She further noted the Election Department uses our facilities and are not charged. Mr. Boyer advised there is a paragraph that allows the Superintendent to waive the fees if it benefits the children & community. He noted one of the other things is the requirement to have the liability insurance. Board Secretary Burch said she would like to change the cafeteria and kitchen fees. She thinks if they use the kitchen it should be more. She recommended it be changed to \$25-\$50 more. Board Member Fagnan said he would like them to consider tabling this and putting a work session together for discussion. Board Member Moerman said workshops are great and we may want to get input from some of these community groups.

**Board Member Fagnan made a motion to table this item, schedule a work session, and invite people that use the facility to the work session. The motion was seconded by Board President Graham and passed unanimously.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: Yes  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**

20. Discussion and possible action of creating an account for Board Compassionate Services.

Board Member Fagnan said he would like to see a fund setup for a tragedy within the school family for flowers/donations and have that fund already set rather than pass the hat every time something like that happens. Board Member Moerman noted there is money budgeted for travel and training for the Governing Board. She asked if they can add a little to that fund for this purpose. Mr. Boyer noted it would be considered a gifting of funds. Board Member Moerman said she thinks it's a good idea, but said they need to find out if it is gifting of funds. Board Member Schoppmann said she doesn't understand why they couldn't just contribute then a card is passed around.

**Board Member Fagnan made a motion to table this until staff can get a legal opinion, seconded by Board Member Moerman.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: Yes  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**

21. Consideration of approval of hiring an IT employee.

Board Secretary Burch said as a past employee everyone is so busy with their classes and if we have extra money it would be nice to have a tech guy. When she first started we had a tech guy. Mr. Boyer asked if they are hearing complaints regarding IT. Board Secretary Burch heard at the beginning of the school year it was taking time to get computers fixed. Mr. Boyer noted it will be an issue during the beginning of the school year because everyone is busy. Board





Member Fagnan asked if we have enough work for an IT position. Mrs. McCauley said we have people unofficially already doing this at each school. She noted one of them has experience as an IT support person. She advised the response time is almost immediate because both of them are not teachers. Board Secretary Burch instructed staff to bring back stipends.

22. Discussion and possible action regarding creating retention bonuses for staff.

Board President Graham said he thinks we haven't done enough for our staff. We have the ESSER III Grant that he is looking at using this from. He asked how the Board feels about this. Board President Graham said he's looking at all staff to be paid a bonus twice and start with this year. Mr. Boyer said the classroom site fund is just for certified and longevity for classified. Board President Graham said he's looking at giving it to all staff for working during COVID. Mr. Boyer said he would need to check if ESSER Grants can be used for that. Mrs. McCauley said we need to make sure we are not dipping into the 20% for loss of learning. Board Secretary Burch said she thinks it's a good idea. Board Member Moerman asked if this would only be given to employees that were here during COVID. Board President Graham said he thinks it should be given to every employee. He said he was thinking a \$5,000 bonus per employee. Board Member Fagnan suggested a Christmas bonus be given 2 weeks before Christmas. Mr. Boyer said there is a process to amend a grant and noted it would not be able to be done for Christmas. Board Member Moerman suggested a work session be scheduled to discuss this item.

**Board Member Moerman made a motion to table this item and schedule a work session, seconded by Board Member Fagnan.**

**Board Member Fagnan: Yes**  
**Board President Graham: Yes**  
**Board Member Moerman: Yes**  
**Board Member Schoppmann: Yes**  
**Board Secretary Burch: Yes**

23. Discussion and possible action regarding the electric bus grant and bus yard location.

Mrs. McCauley said sometimes these grant opportunities come through so we thought we'd apply to see what it was. We've been awarded \$1.3 million for 3 electric buses. One of the requirements is a charging station. Mr. Boyer said they give us \$60,000 towards charging stations. The problem is we don't have our own bus yard. Just to draw the schematics was over \$50,000. Board Member Fagnan asked what the lead time is on one, what maintenance is involved in an electric bus, and what to do if there is a fire. He noted the batteries burn so hot that you can't put those out. Board Member Fagnan said he is against getting electric buses right now. Mr. Boyer said he hasn't talked to our current mechanics about this. He noted it's a fairly quick process and would need to tell them before the end of December. Board Member Moerman said she finds it hard that it is going to cost that much for schematics. She suggested we hold off and let them find the problems with the electric buses, fix it, and then we can apply for a grant later on down the road. Board Member Moerman asked how long they could operate on a charge. Mr. Boyer said his understanding is they would need to drive one route and then plug it in.





John Reyes said he's talked to Mr. Boyer about this before. There are other organizations out there. He noted this is a huge push right now and there will be other opportunities. Mr. Reyes noted the Board President for Dixie Power is always looking for projects to help the school. He noted the transformer is not big enough to handle something like this. If the school wants to pursue, he can help with that with Dixie Power. Mr. Reyes said in the Midwest there are schools that are doing this. He said he knows Dixie Power is really happy with the school facilities here. Board Secretary Burch said she thinks we need to do some more research. Mr. Reyes said we are very fortunate that we have one of the lower power rates across the country.

**Board Member Moerman made a motion to not pursue this grant and when the new Governing Board takes office that maybe the new Board Member can take this project on, seconded by Board Secretary Burch.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: Yes  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**

24. Discussion and possible action regarding a possible bond override.

Mr. Boyer said what we are looking at doing is approval to have the architect to do some preliminary drawings. That would be the first steps to doing this. This one will be around \$10,000. Board Member Moerman said she thought for the location of the administration building that they would build it at this location as a standalone. She noted there is a project being built on Jones Flatts that will have 1400 units. She thinks we will need the extra space at the high school for classrooms. Board Member Fagnan said he'd rather see some industrial arts brought in to the high school so these kids have things after graduation. Board Member Moerman said she's talking about an advantage to the taxpayer dollar. The state will not help us with an administrative building, but will help with classrooms. Board Member Fagnan said at the last meeting there were two ladies in attendance that wanted an auto shop. It's already come up and he understands the kids have come to the Superintendent asking for industrial arts. He said he is about the kids. He's still concerned about the kids moving from here to a job. Board Secretary Burch said she thinks the way people are living right now is they are scared. She doesn't think people would go for a bond right now and thinks it's the wrong time. Board Member Moerman said when we were trying to get the money to build the elementary school, the auditorium would be filled. She noted they are never going to have everybody to approve it. Board Member Moerman said she thinks they need to get the preliminary drawings done and then decide what needs to stay and what needs to be taken out.

**Board Member Fagnan made a motion to table this item, seconded by Board Secretary Burch. The motion passed with 4 ayes and 1 nay.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: No  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**



25. Consideration of approval of changing one of the approved bus driver positions to a Bus Driver/Mechanic.

Kevin Boyer said we have not had any luck with anyone applying for a bus driver. We think it's because of the low hours. We thought it might help with adding mechanic to the position to make it a full time position. Board President Graham asked where they would do the work. Mr. Boyer said it would be at the ADOT yard where the buses are parked. Board President Graham asked about special certifications. Mr. Boyer said this mechanic will do basic mechanic work and certifications won't be required.

**Board Member Fagnan made a motion to approve changing one of the approved bus driver positions to a bus driver/mechanic, seconded by Board Member Moerman. The motion passed unanimously.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: Yes  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**

26. Consideration of approval of Superintendent Evaluation Scores by Governing Board and possible contract extension.  
\*The Board may vote to discuss this item in Executive Session pursuant to ARS § 38-431.03 (A)(1).

The Governing Board adjourned to executive session at 6:57 p.m. and returned to the regular meeting at 7:34 p.m.

**Board Member Fagnan made a motion to extend the Superintendent contract for 3 years, seconded by Board Member Moerman. The motion passed unanimously.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: Yes  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**

27. Discussion and possible action regarding the Governing Board Self Evaluation results per Policy #BAA.

Board Member Moerman said she was reading the Las Vegas Review Journal and they were interviewing a trustee. She felt the trustee summed up what their duties were. She said they needed to get to one cohesive board that works together. Board Member Moerman said one of the reasons she didn't run for School Board was because people had approached her and said they were not an effective board. That they are fighting too much and not getting along as a



board. They need to respect each board member and have patience with each other. She felt the Board was going backwards this last year. That they delved into matters that were not their concern. She said it seemed like it didn't matter if they didn't comply with open meeting law or if they divulged to the public that they didn't like certain members of staff. She said she hopes the Governing Board can be a little more focused on policies, procedures, and fiscal matters. She said the Governing Board needs to pull back from items that can get them in legal trouble. Board Member Moerman said until a matter is brought to the Governing Board, they have no say. The board needs to be professional. She noted they need to take complaints to the Superintendent rather than say you will handle it.

Board Secretary Burch said she is still learning but thinks they need to respect everybody's opinion.

**Board Member Moerman made a motion to approve the Governing Board Self Evaluation results, seconded by Board President Graham. The motion passed unanimously.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: Yes  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**

28. Suggestions for Future Board Meetings.

Sonny read proposed items. 1) Approval of pay for performance plan. 2) Base wage increase due to the minimum wage increase. 3) Work Session for Firearms, Facility Fees, and retention bonuses. Board Member Burch asked that liquidated damages be brought back.

## **INFORMATION ITEMS**

29. News articles about the schools.
30. Upcoming Governing Board Conferences:
- I was Elected...Now What? – ASBA Webinar – November 17, 2022 @ 5:00 p.m.
  - ASBA-ASA Annual Conference and New Board Orientation, December 14-16, 2022, JW Marriott Desert Ridge.
31. Policies regarding Bilingual Instruction:
- IHAA: English Instruction
  - IHBE: Bilingual Instruction/Native Language Instruction
32. Basketball Schedules

## **EXECUTIVE SESSION**



The Board may move to discuss items in an Executive Session pursuant to ARS §38-431.01 (A)(1), (3) and (4), which authorizes discussion and consideration of employment, assignment, appointment, promotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of the District.

1. Motion to adjourn to executive session.
2. Motion to return to open meeting to vote on items discussed in Executive Session, as needed.

## **ADJOURNMENT**

**Board Member Fagnan made a motion to adjourn, seconded by Board President Graham. The motion passed unanimously.**

**Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Member Moerman: Yes  
Board Member Schoppmann: Yes  
Board Secretary Burch: Yes**

**The meeting was adjourned at 7:46 p.m.**

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Sonny Graham, Board President

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Darlene McCauley, Superintendent

Respectfully Submitted by:

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Sheree Goessman, District Secretary