



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9  
GOVERNING BOARD MEETING  
Administrative Services Site  
3490 East Rio Virgin Road  
Thursday, March 9, 2023  
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 was (1) member of the public in attendance. Board Member Reyes attended the meeting by phone.

2. ROLL CALL:

Sonny Graham, Board President  
John Reyes, Board Secretary  
Susan Burch, Board Member  
Patricia Schoppmann, Board Member  
Michael Fagnan, 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.

Kevin Boyer recognized Beverly Tsinnijinnie, Wendy Barber, and Rosann Horton. He said he is recommending the bus drivers because of all of the transportation issues. He noted Wendy was supposed to be a substitute bus driver and since there was a shortage of drivers, she was asked to be a full-time driver.

**AGENDA**

5. Consideration of approval of the March 9, 2023 LUSD9 Board Meeting agenda.

Board President Graham requested that Mr. Feick be removed from item #14 and Mrs.



Santos from item #22.

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

**Board Member Burch: Yes  
Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Secretary Reyes: Absent  
Board Member Schoppmann: 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.

Steve Feick apologized at this was the first time in 4 years that he has invited the Governing Board to a sports awards banquet.

Mr. Feick said earlier in the year he sent a text to a company in California that makes fabricated dugouts. The quote they sent was almost \$80,000 for two dugouts. He said Beltran Construction has poured concrete roofs and concrete walls for the dugouts which took them a week. He said he would like the Governing Board to consider either putting their names on the dugouts.

Mr. Feick also noted Dixie Power allowed Trent Reber to install the lights on the football field. He said he would like to name the football field Reber Field to recognize Mr. Reber for the work he did. He said he would like to recognize a couple of the families that have helped the athletic program the last 5 years.

## **INFORMATION AND DISCUSSION:**

7. Mr. Boyer, Business Manager.
  - a. Budget Update
  - b. Student Activity Balance.
  - c. Food Service Financial.
  - d. 2022 AZ Auditor General School Spending Report.
  - e. Tax Credit Report
  - f. Elementary School Fire Suppression System.
  - g. Verkada Door Intercom System.



- h. T-Mobile Cellphones.
- i. Other

Board Secretary Reyes joined the meeting by phone at 5:10 p.m.

Mr. Boyer reviewed the budget update.

He then reviewed the student activity funds. Mr. Boyer noted we were previously using square for credit card payments and the customer was paying the fees. We have changed to My School Bucks and the increase in student activity fees was to offset the credit card fees.

Mr. Boyer reviewed the food service financial. He then reviewed the monthly claim for January and February as well as the enrollment report. Board Member Burch said she's confused when it says the claims are not a live report. She noted her question was in January and February monthly claim. She said when she went through the vouchers the food supply and supplies do not add up to \$15,000. Mr. Boyer said he can provide her a list of what was paid under that account. Board Member Burch asked if all the food service vouchers can be listed together on the voucher. Mr. Boyer said it is a report that is generated by the payables program. Board Member Burch said she would like a detailed expenditure report from Mr. Boyer. Mr. Boyer said he will send out a detailed listing to the Governing Board.

Board Member Burch noted during the January meeting the Governing Board passed an item to purchase fresh fruit at the Elementary School. She said she thinks they need to come up with some type of cost. Mr. Boyer said they are keeping track of it on the invoices. He said he will include a Fresh Fruit report on the next Governing Board Meeting.

Board Member Burch said she would like an update regarding the collection agenda that Mrs. McCauley noted on their February 16<sup>th</sup> update. Board President Graham asked if there is a high balance with the food service. Mr. Boyer said the high balance is between \$3,000-\$4,000.

Mr. Boyer reviewed the Auditor General Spending Report. Board Member Fagnan asked if the bus payment is figured into the transportation cost. Mr. Boyer said no.

Mr. Boyer reviewed the tax credit report. He then advised what the tax credit fees can be spent on.

Mr. Boyer said we have a check valve in the fire suppression system that is having problems. He noted he is currently waiting on bids to come in.

Mr. Boyer noted both schools currently have a ring doorbell system. When someone rings the doorbell someone has to come to the door and let them in. We have a proposal from Logicalis where they can give you a camera system with a button that could be pushed to open the door. The cost for both schools is \$19,584. He noted this would be paid for



through District Additional Assistance. Board Member Burch asked if we could still use the ring doorbells. Mr. Boyer said they would be obsolete if this system is purchased.

Board President Graham asked about a quote from an architect to build the vestibules. Mr. Boyer said we haven't received an architect quote. Board President Graham said he would rather see the \$19,000 go towards the vestibules. Board Member Burch noted software goes out of date so quickly. Mr. Boyer said this quote is for the hardware, software, and installation. Board Member Burch asked if we only received one bid. Mr. Boyer said we used the purchasing cooperative and Logicalis is the provider of our camera system. Mr. Boyer noted for the architect he would require payment in order to do a proposal for the vestibules. Board Secretary Reyes asked the timeframe for completion on the camera system. Mr. Boyer said it would probably be around 30 days. Board Secretary Reyes said he thinks this is another layer in security. He said he thinks as much layers as security for our kids is the direction we should go. He thinks we should pursue the cameras and also the vestibule. Board Member Fagnan said he would question the cost for an architect and engineer for the vestibule. He asked if they should go with this in order to improve the system that we already have. He said in his opinion we can wait for the vestibule. Board President Graham asked if we've had any breaches at both schools. Both the Elementary and High School Principals said no. Mr. Clarke said what we have in place is doing its job. He noted we purchased the ring cameras knowing it was a simple Band-Aid. It takes time out of the Office Managers day to open the door for people. Mr. Clarke said he has worked in other schools where they installed a system like this. He noted people he has talked to are grateful we are securing the schools. Mr. Boyer noted if the front desk person is not available then we can tell the system where to go so there is someone always there to answer the door. Board Member Burch asked if there would ever be an issue with batteries. Mr. Boyer said there are no batteries associated with this one. Board Member Fagnan said he would like to put it on the agenda for next month. Mr. Boyer noted the intercom system is brand new and just came out a month ago. Board Member Fagnan asked if it will take a picture or video of who is exiting. Mr. Boyer noted the cameras are motion activated. Board Member Burch said she would like to see a demo. Mr. Boyer said he could have that done at the next meeting. Board Member Fagnan asked if they have a website that might have a video available. Mr. Boyer said he will look into it and see about getting a recorded presentation.

Mr. Boyer said a couple months ago Mr. Fagnan brought up getting cellphones rather than reimbursing employees for cell phones. He noted T-Mobile now has a program available where it is only \$30 a month. Mr. Boyer said he would like to have the employee say yes or no with getting a cell phone now instead of waiting until July. Board Member Burch said everyone she knows that has T-Mobile doesn't get coverage in the Beaver Dam area. Mr. Boyer said there's a new tower by the cemetery that is supposed to be T-Mobile. Board Member Fagnan said they can connect to Wi-Fi. Mr. Boyer noted sometimes staff doesn't have access to a Wi-Fi. Mr. Fagnan said if it's just the admin people we are talking about it's cheaper to use T-Mobile phones.

8. Mr. Clarke, Elementary Principal
  - a. School Update
  - b. Upcoming School Activities



- i. March 3, 2023 – Read-a-thon
  - ii. March 9, 2023 – Beaver Dam’s Got Talent @ 12:45 p.m.
  - iii. March 13-17, 2023 – Spring Break
  - iv. March 21, 2023 – Dixie Power Dinner 3:00 p.m.-9:00 p.m.
  - v. March 28, 2023 – Parent/Teacher Conferences (Early Out)
  - vi. March 29, 2023 – Parent Teacher Conferences (Early Out)
- c. Other

Jeremy Clarke said things are going great at the elementary school. He said he would like to do a Shout out to Mr. Z and Mr. Johnston. They are in the classroom 2-3 times a week assisting teachers.

Mr. Clarke reviewed the calendar. He noted they had Beaver Dams Got Talent earlier in the day. They reached out to Mr. Feick regarding food boxes and 33 boxes were sent home today.

9. Mrs. McCauley, Superintendent/Principal
- a. School Update.
  - b. Upcoming School Activities
    - i. March 2, 2023 – 8:00 a.m.-9:00 a.m. - AZ Leader Site Visit
    - ii. March 9, 2023 – 3<sup>rd</sup> Quarter Grading Period
    - iii. March 13-17, 2023 – Spring Break
    - iv. March 22, 2023 – Great Grades Celebration @ 2:00 p.m.
    - v. March 22, 2023 – JR High Sports Banquet @5:30 p.m.
    - vi. March 23, 2023 – Talent Show @ 1:30 p.m.
    - vii. March 28, 2023 – Testing Assembly and Testing Strategies Presentation.
    - viii. March 29, 2023 – AZ Science Testing for grades 8 and 11.
    - ix. April 1, 2023 – Prom.
  - c. Other.

Darlene McCauley reviewed the upcoming events. She noted they had a very successful AZ Leader site visit.

Mrs. McCauley said we had a golf tournament at the Beaver Dam Lodge that was a fundraiser for athletics. She noted staff is talking about getting another one together in April for the high school. Mr. Boyer said we do not know the final number, but it was over \$1,000.

10. Board Reports.
- a. Other

None.



## **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 President Graham made a motion to approve the consent agenda as amended, seconded by Board Member Fagnan. The motion passed unanimously.

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

11. Consideration of approval of the February 9, 2023 Regular Governing Board Meeting Minutes.
12. Consideration of approval of Vouchers and Stipends:
  - a. LUSD9 Payroll Vouchers: 18/2318 and 19/2319.
  - b. LUSD9 Vouchers: 1014 and 1015.
  - c. Stipends

(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>
Deaver, James	Bus Driver/Mechanic	02/24/2023
Gutierrez, Stephanie	Elementary Office Mgr.	02/13/2023

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

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Dinnel, Alexandra	Elementary Teacher	05/24/2023
Feick, Steve	Athletic Director	05/24/2023
Griffiths, Allie	Elementary School Aide	03/09/2023
Northington, Courtney	Elementary Teacher	05/24/2023
Reynolds, Jami	Volleyball Coach	05/24/2023
Ruth, Chandler	Accounting Specialist	03/17/2023
Sandhu, Rupinder	BDHS Teacher/Asst. Football Coach/Boys Basketball Coach/Asst. Athletic Director	05/24/2023



- 15. Consideration of approval of donations received by the District per Policy KCD.
  - a. Trisa Cummings – Meal provided to Varsity Girls Basketball Team
  - b. BDHS High School Staff - \$205 for meals for the Varsity Girls Basketball Team.
  - c. Mesquite Rotary - \$718.48 for meals for the Varsity Girls Basketball Team.
- 16. Consideration of approval of revision to 2022/2023 Stipend List.

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

- 17. Consideration of 2<sup>nd</sup> reading and approval of Policy JFABDA – Admission of Student in Foster Care.

**Board Member Fagnan made a motion to approve the 2<sup>nd</sup> reading of Policy JFABDA, seconded by Board President Graham. The motion passed unanimously.**

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

- 18. Consideration of approval of sending 2 students to the Rotary Youth Leadership Trip, March 24-26, 2023, at Camp Cedar Crest in Running Springs, California. (No Cost to the District)

Mr. Boyer said prior to the pandemic we always sent 2 students, 1 male and 1 female, to RYLA. This is sponsored by the Rotary Club of Mesquite and is no charge to the district.

**Board Member Fagnan made a motion to approve the RYLA Trip, seconded by Board Member Schoppmann. The motion passed unanimously.**

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

- 19. Consideration of approval of the Worldstrides Trip to Washington, DC, and New York City during Spring Break 2025. All 7<sup>th</sup> – 12<sup>th</sup> grade students will be invited to attend.

Mrs. McCauley said there was an informational meeting at the High School to see what the interest would be in this trip. She noted this is a trip we use to take and haven't since the pandemic. The teacher that is sponsoring it felt if we could have the trip approved now then



they could start fundraising. Board President Graham asked if the district is paying any of the cost. Mrs. McCauley said we are seeking approval so we could add it to the tax credit and the students could start fundraising.

**Board Member Burch made a motion to approve the Worldstrides Trip to Washington, DC, and New York City during Spring Break 2025. The motion was seconded by Board Member Fagnan and passed unanimously.**

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

20. Discussion regarding transportation.

Mr. Boyer said we still only have 3 bus drivers. He noted we have one we are waiting on fingerprints, one that is training, and two that are in the process of getting their CDL. Board Member Burch asked what the perfect number is. Mr. Boyer said we need a minimum of 5 drivers. Board Member Burch asked when he would notify parents if we do not have enough bus drivers. Mr. Boyer said he would let them know as soon as possible.

21. Discussion regarding the Aggregate Expenditure Limit.

Mr. Boyer said the Legislature approved the Aggregate Expenditure Limit for this year. He noted this issue is still in legislation every year and we are hoping to not have the issue next year. Board Secretary Reyes said he will be reaching out to our State Representatives on behalf of our district to make sure it is extended into next year. Mrs. McCauley said any chance the board gets to attend the legislative sessions really helps.

22. Consideration of approval of stipend payouts under the ESSER III Grant.

Mr. Boyer said the backup includes the names and amounts for each of the staff members. He said these stipend payments will be a separate direct deposit for employees.

**Board President Graham made a motion to approve the stipend payouts under the ESSER III Grant, seconded by Board Member Burch. The motion passed unanimously.**

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

23. Consideration of approval of FY 2023/2024 Salary Schedules.





- a. Certified Salary Schedule.
- b. Classified Salary Schedule.
- c. Director
- d. Administrative Salary Schedule.

Mr. Boyer said right now we are discussing salary schedules and not salaries. For Certified, the base was \$36,500 and is increasing to \$40,000. Each step increases by \$3500. He noted the substitute pay also increased. For Classified, the base pay was \$13.85 and is increasing to \$15. For 12 month employees the increase would be the same as a certified teacher. Board President Graham asked what the increase is for District. Mr. Boyer said it is approximately \$3400. Board President Graham asked about upping the pay for our transportation employees. Mrs. Goessman noted other districts are giving sign-on bonuses for hard to fill positions. However, they are not paying it all up front. They are paying a portion when the person starts employment and the remainder later on. Board Member Schoppmann asked if there is money in the budget for this. Mr. Boyer said the legislation only gives 2% of base support level. Last year the state did give out a 7% increase and we are hoping they will do the same this year. Mr. Boyer said we are okay this year with the increases without the state increase. Board Member Burch said she is concerned if this is approved and then they don't have the students for the increase. Mr. Boyer said we are okay for a year, possibly 2 years. He asked if there is a desire to move the bus driver column. Mr. Boyer said he can have the discussion regarding bus driver sign-on bonuses on the next agenda.

Mr. Boyer said the Director Salary is based on the classified increase. He noted the Administration increase is based on the certified increase.

Board Member Burch asked about the Dean of Students position going away in a year. Mr. Boyer said there is funding for it for one more year. He noted that it will be on the salary schedule after that, but may not have anyone in the position. Board Secretary Reyes expressed his opinion that it should stay on the schedule even if the position is not filled. Board Member Burch said when staff proposed having two counselors where did that fit in on the salary schedule. Mrs. McCauley said that would be on the certified salary schedule and would be funded by a grant. Board Member Burch said without pointing to someone asked if the Business Manager will go up and also receive a stipend of \$5,000-\$10,000 for transportation and stuff like that. She said for that type of stipend she would like to see a part-time transportation person that could take over transportation. Board Member Schoppmann said you would need money in the budget for that. Board Member Burch said she knows, but he's already receiving five to fifteen thousand. Board Member Schoppmann said he has more than one job he is doing. Board Member Burch said she knows we need people, but looking at the administration salaries, to her it looks top heavy. She further noted everybody in this community has always said that. Board Member Fagnan asked If the stipend was for transportation to go for training and such. Board Member Shoppmann said no it is because he is over those departments. Board Member Fagnan said he'd love to pay the teachers more, but the money isn't there. He said he has absolutely no problem paying administration the way the schedule is set. Board Member Burch said they gave administration 20 or 18 percent increase. Mr. Boyer said he will have to look at that and get



back to her. Board Member Burch responded to Mr. Boyer and said she's just telling him as a community member. She said she's not saying he's not worth it or this or that. Board Member Burch said she just doesn't know if we will have the money for this. She noted when she first started they did have to freeze wages quite a few times. Mr. Boyer said for the next two years we will be okay and he hopes we see an increase in student growth. He noted our students per teacher is very low right now.

**Board Member Fagnan made a motion to approve the salary schedules, seconded by Board President Graham. The motion passed with 4 ayes 1 abstention.**

**Board Member Burch: Abstain  
Board Member Fagnan: Yes  
Board President Graham: Yes  
Board Secretary Reyes: Yes  
Board Member Schoppmann: Yes**

24. Discussion and possible approval of the Certified Teacher Contract and Classified Notice of Appointment templates.

Mrs. Goessman said the attorney has looked over the templates and the only changes were to the dates. She noted this is the same contract template that has been used for prior years.

**Board Member Fagnan made a motion to approve the Certified Teacher Contract Template and Classified Notice of Appointment Template. The motion passed unanimously.**

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

25. Discussion and possible approval of the following FY 2023/2024 Health Insurance Items:
- a. Discussion and approval of Kairos health insurance rates for the 2023/2024 School Year.
  - b. Review and possible approval of the Districts monthly contribution for health insurance.

Mrs. Goessman noted the \$750 deductible medical plan and High Deductible plan increased 7%. The \$500 deductible medical plan increased 10%. The dental also increased 3%. Mrs. Goessman noted there is a spreadsheet in the backup that shows the difference between current year premiums and next year's premiums.



Mr. Boyer asked if the Governing Board is interested in increasing the district's monthly contribution. If it is increased \$25 it would be a \$12,000 annual increase. Board President Graham asked Mr. Boyer what he would recommend. Mr. Boyer said he would recommend at least \$25 but would like to see the monthly contribution increased by \$50.

**Board Member Fagnan made a motion to approve the Kairos health insurance rates for FY 2023/2024, seconded by Board President Graham. The motion passed unanimously.**

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

**Board Member Fagnan made a motion to increase the District's monthly contribution to \$575, seconded by Board Member Schoppmann. The motion passed unanimously.**

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

26. Consideration of approval of the FY 2023/2024 Stipend List.

Mr. Boyer said the last time these stipends were increased was in 2012. He noted step increases were added to the stipend schedule. He then reviewed the stipend schedule. Mr. Boyer advised that everyone will start on Step 1. Board President Graham asked if any of these coaching positions have been offered to the public. Mrs. Goessman advised that she advertises vacant coaching positions both in-house and to the public. Board President Graham said he's not sure how the Board feels, but we have had a couple administrators fill in for a couple of these stipends. He said he doesn't know if we should allow administrators to obtain any of these positions. He said he just doesn't know what the work load is for these administrators to be doing these extracurricular stipend positions. Mrs. Goessman noted there have been instances when an administrator is the only qualified person to do some of these stipend positions. Board Member Burch said years ago she needed an administrator to help her and he was too busy doing other sports. She said that is the only drawback she has. Mr. McCauley said sometimes an administrator has to step in when you can't find anybody else. Board President Graham said he likes the step increase every year.

**Board Member Fagnan made a motion to approve the FY 2023/2024 Stipend List, seconded by Board Member Schoppmann. The motion passed unanimously.**



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

27. Suggestions for Future Board Meetings.

1) Verkada Door intercom system. 2) District cell phone coverage. 3) Bus driver sign on bonus. 4) Employment Contracts. 5) Assistant Superintendent Stipend position. 6) Student Activity Fees for both the Elementary and High School. 7) Pay to play fees for the high school. 8) PE Uniform fees for the High School. 9) Root For Kids Agreement. 10) Virgin River Domestic Waste Water Improvement District Lease Agreement.

## **INFORMATION ITEMS**

28. News articles about the schools.

29. Upcoming Governing Board Conferences:

- a. ASBA Decision Making with an Equity Lens (Virtual) – March 22, 4:00 p.m.-5:00 p.m.
- b. ASBA Town Hall: Public Education in Rural Arizona (Virtual) – March 30, 4:00 p.m.-6:00 p.m.
- c. ASBA I Don't Understand: Engagement and the Importance of Home Language (Virtual) – April 26, 4:00 p.m.-5:00 p.m.
- d. ASBA Students Have Rights (Virtual) – May 10, 4:00 p.m. – 5:00 p.m.

30. Reminder – Work Session, April 12, 2023, 9:00 a.m.-4:00 p.m.

31. School Calendar 2022/2023

32. Baseball & Softball Schedules

33. ASPAA January Survey

## **ADJOURNMENT**

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

**Board Member Burch: Yes**  
**Board Member Fagnan: Yes**  
**Board President Graham: Yes**  
**Board Secretary Reyes: Yes**



**Board Member Schoppmann: Yes**

\_\_\_\_\_  
Sonny Graham, Board President

\_\_\_\_\_  
Darlene McCauley, Superintendent

Respectfully Submitted by:

\_\_\_\_\_  
Sheree Goessman, District Secretary

DRAFT