



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9  
GOVERNING BOARD MEETING  
Administrative Services Site  
3490 East Rio Virgin Road  
Thursday, August 10, 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 were approximately nine (9) members of the public in attendance.

2. ROLL CALL:

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

Troy Heaton, Superintendent/Secondary Principal  
Jeremy Clarke, Elementary Principal  
Kevin Boyer, Business Manager  
Sheree Goessman, District Secretary

**CEREMONIAL ITEMS**

3. Pledge of Allegiance: By invitation of Board President.

**AGENDA**

4. Consideration of approval of the August 10, 2023 LUSD9 Board Meeting agenda.

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

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

### 5. Public Comment.

None.

## **INFORMATION AND DISCUSSION:**

6. Kevin Boyer, Business Manager.
- a. Student Activity Balance.
  - b. Food Service Financial.
  - c. Budget Update.
  - d. Transportation Update
  - e. Other

Kevin Boyer reviewed the student activity balance. He noted there were no changes from the month before.

Mr. Boyer reviewed the food service financial. He noted there were over 2,000 meals served in July. He said there were also some food costs.

Board Secretary Reyes arrived 5:02 p.m.

Mr. Boyer reviewed the summer food program. He said there were 2900 lunches and 2808 breakfasts served in June. He also noted there was summer school in June. Mr. Boyer advised there were 2123 served breakfast and 2123 lunches served during the month of July. He noted there was more participation in June when we had students in the building.

Board Member Burch asked difference between June, July, and August. Mr. Boyer said in June there was summer school and the meal delivery program. In July and August there was only delivery. Board Member Burch said she wasn't questioning the program and only wanted to see the numbers that were served. Mr. Boyer said it is a good start for the first month and being in the positive.

Mr. Boyer reviewed the budget update. He noted there is only one month of expenses and that we do not have all of our accruals or estimates. He said the first month is always elevated and then decreases. Board Secretary Reyes asked about indirect costs. Mr. Boyer said any administrative work for grants would come out of indirect costs. Board Member Burch asked what grants go away this year. Mr. Boyer noted the ESSER II grant expires in December 2023 and the ESSER III grant expires in 2024. He noted both schools have a daytime custodian that is paid from ESSER III as well as the High School Dean position. He said we may have to find funding for these positions after the grant.

Mr. Boyer gave a transportation update. He noted we only have two drivers and they drive two routes. He said if one of the drivers gets sick, then we will be down to one driver. Mr. Boyer advised we do have one person that has completed all of the required training, but has been working out some DMV



issues with his license. We are in the process of scheduling this individual for his behind the wheel test in Kingman. Mr. Boyer noted we had another person come in this week and wants to be a substitute bus driver. He noted the bus drivers are working out the kinks this week with the routes.

Mr. Boyer noted he is applying for an extension for the electric buses. He said this will extend into September.

7. Jeremy Clarke, Elementary Principal
  - a. School Update.
    - i. August 7, 2023 – School Starts
    - ii. August 25, 2023 – Picture Day
    - iii. August 29, 2023 – Mohave Library Presentation at 3:00 p.m.
    - iv. September 8, 2023 – PTO Bingo Night at 5:30 p.m.
    - v. September 26, 2023 – Picture Retakes
  - b. Elementary Food Pantry
  - c. Other.

Jeremy Clarke said school started on Monday and said it was fantastic. He reviewed the upcoming events. Mr. Clarke said the elementary will also have a visit from the state on August 29<sup>th</sup>. He then reviewed the new hires at his school.

Jeremy Clarke said he got to present to the Rotary Club of Mesquite. He noted they are helping purchase some library furniture and books. Mr. Clarke had several donations of school supplies. He thanked the community for all of the donations. He also noted the PTO has been very active and helped provide door prizes for the welcome back breakfast.

Mr. Clarke said the PTO has spearheaded a food pantry that has branched out from the high school. He said back in May the PTO President asked him about expanding the food pantry from the high school. He said yes but it cannot interfere with food services. Board Member Burch said she wants more transparency with informing the Governing Board of things. Mr. Boyer advised Coach Feick has been bringing food down to elementary students for several years now. Board President Graham asked when that started. Mr. Boyer said Coach Feick has been doing it for 5 or 6 years now. He said the Rotary Club started the program in conjunction with Interact. Board Member Burch asked if they had out meals all week. Mr. Heaton said at the high school, the food was available for kits to take anytime. He said the food is now located in Jyll Okelberry's counseling office. He noted that Mrs. Okelberry will get food for kids in need. Board Secretary Reyes asked if they have someone in mind that will spearhead the Interact Club if Mr. Feick leaves. Mr. Boyer noted that Miss Rauterkus helped with the Interact Club last year.

Nicole Frisby, PTO President, said she spoke with Mr. Feick and Miss. Rauterkus because they saw there was food in the elementary school. She asked Mr. Feick and Miss Rebel how things ran with the food bank. She said she also looked into a program called the backpack buddies through Feeding America. The food bank brought food down to the elementary so they could try and run a backpack program. She noted the backpack program provides two meals and a snack which is given out on Friday's to assist with weekend meals. Mrs. Frisby advised that 240 bags were packed the end of the last school year and every kid was able to take home a bag. She noted the food that was left was sent home with summer school kids and during the back to school program. She said they hoped to erase the stigma with taking food. She noted the elementary food is to supplement and they are not trying to be a food bank. Mrs. Frisby said they work with the Utah Food Bank and approved the area to store the food and gave them some advice with moving forward with the backpack buddies program. Board Member Burch said the person that contacted her was concerned because they were wondering if you were competing with the community feed because they said you were getting deliveries through the



summer. Mrs. Frisby said no they were not getting deliveries during the summer. Board Member Burch said she thinks this is a great program.

Board Secretary Reyes said the Desert Rose Food Bank receives food through the same coordinator. He noted Dixie Power has a program called roundup which goes into a donation fund and the fund is used for donation requests. He said Dixie Power donates to Desert Rose Food Bank and to Southern Utah food bank. Mrs. Frisby said they are a 501(C)3 now. Board Secretary Reyes said he can give Mrs. Frisby the name of the contact person for the round up program. Mrs. Frisby advised she was able to get all reusable bags for the backpack program and they will distribute the first one on September 15<sup>th</sup>. She noted this program is for kids that qualify for free and reduced food. She advised that she is also looking for volunteers to help with this program.

8. Troy Heaton, Superintendent/Secondary Principal
  - a. School Update.
    - i. August 7, 2023 – School Starts
    - ii. August 25, 2023 – Picture Day
  - b. Other.
  - c. New Hires & New Teacher Induction.
  - d. Mohave County Sheriff Program.
  - e. PLC's & Back to School.

Troy Heaton said we had our teachers training and our kick off day was wonderful. He thanked Mr. Boyer, Mrs. Goessman, and Mr. Clarke for their help with the donations. He noted approximately \$2,000 worth of gifts were donated as door prizes.

Mr. Heaton reviewed the new teachers at the Jr/Sr High School: Mr. Fink, Science Teacher. Mr. Ronald Briggs, Math Teacher. Mr. Richard Briggs, ELA Teacher. He noted all three of these teachers are just starting out and believes they will be great contributors to the high school. Mr. Heaton noted he also has a new Dean of Students that has a lot on his plate right now between discipline and computers. He said he will be working on a 2 year plan and a 4 year plan. He said the plan will be brought to the Governing Board for review. Mr. Heaton said one of the things he wants to put on the list is CTE and Perkins money. He may have a consult come in to see if we can get some of this money.

We are in our first week of school and it has gone very well. Had first PLC meeting this last Wednesday. Teachers were very vocal and helpful. Has had very good response from the teachers. Will be doing some changes to the student handbook.

Mr. Heaton said the first football scrimmage will be tomorrow night. They will also have the opening social at the recreation center pool in Mesquite. Board Secretary Reyes asked how many student athletes are in Football. Mr. Heaton said there are 11. He further advised that the Dean of Students has been encouraging students to participate in sports. Board Secretary Reyes said he would like a review on the board agenda regarding what athletic we offer.

Mr. Heaton reviewed the upcoming events. He noted August 17<sup>th</sup> is Back to School, Senior Night, and Title I from 4:00-6:00 p.m.

Mr. Heaton said there is a new program that administration will be listening to that Mohave County Sheriff has that is a state funded program. He noted staff is scheduled next week for an informational meeting. He noted he will present the information to the Governing Board when he receives it. He said this will provide a direct link to Mohave County Sheriff's Office. The program is \$2500 a year and is funded by the state. Board Secretary Reyes said he would like to commend Mr. Heaton for the importance and value of his connections with Mohave County.



- 9. Board Reports.
  - a. Other

## **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 Secretary Reyes made a motion to approve the consent agenda, seconded by Board Member Schoppmann. The motion passed unanimously.**

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

- 10. Consideration of approval of the July 13, 2023 Regular Governing Board Meeting Minutes.
- 11. Consideration of approval of Vouchers and Stipends:
  - a. LUSD9 Payroll Vouchers: 02/2402 and 03/2403.
  - b. LUSD9 Vouchers: 1002 and 1003.
  - c. Stipends
    - i. EL Training – 2 employees for 2 days of training at \$200 each day.
    - ii. Additional Duties – 1 employee for 7 days at \$200 a day. (For Master Schedule Work)
    - iii. Additional Duties – 1 employee for 1 day at \$200 a day. (Chromebook Setup)

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

- 12. Consideration of approval of FY2023/2024 Certified Personnel, Classified Personnel, and Stipends per the attached list.

<b>Na me</b>	<b>Position</b>	<b>Effective Date</b>
Briggs, Richard	Secondary English Teacher	08/01/2023
Briggs, Ronald	Secondary Math Teacher	08/01/2023
Briggs, Wayne	Dean of Students	08/01/2023
Burton, Anita	EL Coordinator & State Assessment Coordinator	07/24/2023

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

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Lefler, Dwayne	Secondary English Teacher	07/24/2023

- 14. Consideration of approval of FY2023/2024 Substitute Personnel per the attached list.



Name	Position	Effective Date
Bowman, Meredith	Certified & Classified Substitute	08/07/2023
Cummings, Trisa	Classified Substitute	08/07/2023
Feick, Steve	Certified & Classified Substitute	08/07/2023
Foster, Linda	Classified Substitute	08/07/2023
Hershberger, Kacy	Classified Substitute	08/07/2023
Johnston, Greg	Certified Substitute	10/01/2023
Lind, Chris	Certified Substitute	08/07/2023
Lyday, Denise	Certified Substitute	08/07/2023
Marks, Thomas	Certified Substitute	08/07/2023
Marsh, Mariana	Certified & Classified Substitute	08/07/2023
Morrow, Gary	Certified Substitute	08/07/2023
Palmer, Jennifer	Certified & Classified Substitute	08/07/2023
Sandoval, Sara	Classified Substitute	08/07/2023
Siglin, Debra	Classified Substitute	08/07/2023
Snow, Gail	Certified Substitute	08/07/2023
Schnurpfeil, Elizabeth	Classified Substitute	08/07/2023
Tait, David	Certified Substitute	08/07/2023
Zielaskowski, Mike	Certified Substitute	08/07/2023

15. Consideration of approval of donations received by the District per Policy KCD.
  - a) Kroger Inspiring Donations - \$164.50
  - b) Community Member - \$35 to BDES for School Supplies
  - c) Jackson Contracting - \$1,000 Athletic Sponsorship.
  - d) Dixie Tech - \$1,500
  - e) Chris Prisbrey - \$465 for Athletic Locker room Sponsorship.
  - f) BDES Parent donation - \$40 to Summer School.
  - g) Pappas Kids – Backpacks & School Supplies for students.

16. Consideration of acceptance of Governing Board Resignation from Mike Fagnan.

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

17. Consideration of approval of revision to the Safe Return to Learning document.

Troy Heaton said every year we are required by the complete this document. He said he updated the document and noted there are still several things listed in the document that we are still doing. He noted some of the things will be going away.

Mr. Heaton said we still have the safety grant and are actively trying to find a Mental Health Counselor at the high school. We do have someone that may be calling us back this week. He noted he will be presenting some programs to the Governing Board if this person comes on-board.

Mr. Heaton noted this will be the last revision of the document.

**Board Secretary Reyes made a motion to approve the Safe Return to Learning Document, seconded by Board Member Burch. The motion passed unanimously.**



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

18. Discussion and action regarding filling the vacant Governing Board seat.

Mrs. Goessman said this item is for the Governing Board to give staff direction on how they would like to proceed with filling the vacant Governing Board seat. Mrs. Goessman noted there are 4 people interested in the vacant Governing Board seat. Board Secretary Reyes said it is amazing that people want to volunteer. Board President Graham said last time there was a vacancy, all applicants were interviewed during a public meeting. Board Secretary Reyes suggested the deadline for accepting applications close on August 17<sup>th</sup>. Board President Graham suggested having a special meeting on August 24<sup>th</sup> at 5:00 p.m. and to close the applications on August 17<sup>th</sup>. Board Member Burch said she would like the deadline for applications to be August 10<sup>th</sup>.

**Board Member Burch made a motion to close the application deadline on August 10<sup>th</sup> and schedule a Special Meeting for August 24<sup>th</sup> at 5:00 p.m. Board Secretary Reyes seconded the motion and it passed unanimously.**

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

19. Discussion regarding a community center.

Board Secretary Reyes said there has been some discussion regarding a community center. He noted there is a community group in the Beaver Dam area that consists of several residents and they are working with an individual from Mohave County. Board Secretary Reyes said the community group has two initiatives: 1) Dust mitigation. 2) Community/Senior Center. He noted he has been approached by this group to bring this up to the Governing Board and said they would have to first acquire land for the location. Board Secretary Reyes said some schools have donated the site for a community center. Board Secretary Reyes asked if the district would consider donating land to build a community/senior center. Board President Graham said the voters would need to vote to have a community center. Board Member Schoppmann said there is no way we can afford a community center. Board Secretary Reyes said this group is trying to find the funds. They are asking if we would even consider the idea to donate the land for the project. Board Member Schoppmann said a community center should be built by the Beaver Dam people and not the school. Board Secretary Reyes said they are just requesting that the school donate the land. Board Member Schoppmann asked how the district could give away that that they don't have. Board Member Burch said she thinks the community should look into it. She said when she knocked doors years ago asking for money for Christmas lights, she was told there was land between the Fire Station and Tammy Giebink's land that was donated for a community center. Board President Graham said the community can also use the school facilities if the schools sponsors them. Mr. Boyer said yes it is part of the facility use agreement. Mr. Heaton said at his last school, they had an old elementary school that was leased to the City and used as a community center. He noted if the district has a facility that you are not using you can lease it for a dollar a year. Board Secretary Reyes said this is just a thought. He said they may want to consider this if we move forward with a bond. He said the Governing Board also knows how difficult it is to get the county to build anything here. Board President Graham asked what's going on with the Old Littlefield School. Board Member Schoppmann said nobody is interested in the old school. Board Secretary Reyes said he thinks that's something that maybe they could reignite some interest with that. He noted Board



Member Schoppmann and her husband has done a great job with the old school. Board Member Schoppmann said she sent out letters to several people that attended school at the old school and nobody was interested in donating. Mr. Heaton asked if she would be interested in preserving it as a community center. Board Member Schoppmann said she wanted it preserved as a museum and was told it would need to be declared as a historical site. She noted she put quite a bit money into the old school and attended several meetings in Kingman.

20. Consideration of approval of EL Supplementary Curriculum, iLit, by Savvas Learning.

Mr. Heaton said new curriculum needs to be approved by the Governing Board. Mr. Clarke said it is to address the English Language Subgroup that we are consistently struggling with. Mr. Heaton said one of the things we scored low on was EL Programming. Mr. Clarke said this supplemental curriculum has been discussed for quite a while now.

**Board Member Burch made a motion to approve the EL Supplementary Curriculum, iLit, by Savvas Learning. The motion was seconded by Board President Graham and passed unanimously.**

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

21. Consideration of approval of the review period for Heggerty Phonemic Awareness Curriculum, ELA Supplemental Curriculum, for Beaver Dam Elementary.

Mr. Clarke said this curriculum would also address the EL subgroup. He noted the Reach for Reading phonics program is not wonderful. Mr. Clarke said this curriculum was suggested by targeted school improvement. He noted this is to start the 60 day review period. Board Secretary Reyes said this is an excellent phonemic program.

**Board Secretary Reyes made a motion to approve the review period, seconded by Board President Graham. The motion passed unanimously.**

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

22. Consideration of first reading for Policy Advisory #744-747:

- a. Policy IGA – Curriculum Development
- b. Policy IGD – Curriculum Adoption
- c. Policy IJJ – Textbook/Supplementary Materials Selection and Adoption
- d. Policy JLCD – Medicines/Administering Medicines to Students

**Board President Graham made a motion to approve the first reading of the policies, seconded by Board Member Burch. The motion passed unanimously.**

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





**Board Member Schoppmann: Yes**

23. Discussion and possible action to approve the Arizona School Boards Association's (ASBA) draft 2024 Political Agenda, and, appoint the District's delegate to the ASBA delegate assembly to represent the Board's determined position.

Board Secretary Reyes said originally he was going to do this until he accepted a full-time kindergarten position. He noted Mr. Heaton and Mr. Clarke are attending the Law Conference. Mr. Heaton noted the delegate meeting is the day after the Law Conference and that the delegate has to be a Governing Board Member. Board Secretary Reyes said if he did go he would have to fly down on Friday night.

**Board President Graham made a motion to nominate Mr. Reyes as the delegate and approve the draft 2024 draft political agenda, seconded by Board Member Burch. The motion passed unanimously.**

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

24. Suggestions for Future Board Meetings.

Board President Graham reviewed items for the next meeting: 1) LUSD/Beaver Dam Title I Parent & Family Engagement Policy. 2) LEA Family and Community Engagement Policy. 3) Second reading of policies. 4) Discussion regarding student athletic program. 5) Discussion on old Littlefield school building. 6) Also to include the schedule of board meetings under the information items.

## **INFORMATION ITEMS**

25. News articles about the schools.
26. Upcoming Governing Board Conferences:
- a. ASBA 47<sup>th</sup> Annual Law Conference – September 6-8, 2023 – JW Marriott Camelback Inn, Scottsdale, AZ.
  - b. ASBA 2023 Delegate Assembly, September 9, 2023, 8:00 a.m.-5:00 p.m.
  - c. Mohave County Meeting, October 23, 2023.
27. Policy Regulations & Exhibit Notification:
- a. Regulation JLCD-R: Medicines/Administering Medicines to Students.
  - b. Exhibit JLCD-EB: Medicines/Administering Medicines to Students (Arizona Seizure Action Plan)
28. School Calendar 2023/2024
29. Football and Volleyball Schedule.

## **ADJOURNMENT**

**Board Secretary Reyes made a motion to adjourn the meeting, seconded by Board President**



**Graham. The motion passed unanimously.**

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

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Sonny Graham, Board President

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Troy Heaton, Superintendent

Respectfully Submitted by:

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Sheree Goessman, District Secretary