



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9
GOVERNING BOARD MEETING
Administrative Services Site
3490 East Rio Virgin Road
Thursday, March 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 two (2) members of the public in attendance and Jeremy Clarke, Elementary Principal, was absent from the meeting.

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. Boyer advised the Shout Out this month if Genie Stanfield. He said she was nominated for her hard work as a testing coordinator.

AGENDA

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

Board Member Moerman requested the minutes be pulled for discussion.

Board Member Moerman made a motion to approve the agenda as amended, 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**

6. Presentation by Dr. Rob Robertson, Saga Educational Services.

Dr. Robertson said he's been working with the district for 3 years now. He has helped with some of the implementation with getting out of school improvement. He noted he works across the state and has 3 different school districts he works in. Dr. Robertson said he feels the staff has made a lot of progress the last 3 years. He then reviewed the scope of work he does. Board Member Moerman thanked Dr. Robertson for coming in and supporting the schools.

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.

7. Public Comment.

None.

INFORMATION AND DISCUSSION:

8. Mr. Boyer, Business Manager.
- a. Budget Update
 - b. Student Activity Balance.
 - c. Food Service Financial.
 - d. AZ Auditor General School District Risk Analysis.
 - e. 2021 AZ Auditor General School Spending Report.
 - f. Tax Credit Report
 - g. Other

Mr. Boyer reviewed the budget update and student activity balance.

Mr. Boyer reviewed the food service financial. Board Secretary Burch asked the percentage

of kids eating. Mr. Boyer said he does not have the percentage. Board Secretary Burch asked how the food service supplies are. Mr. Boyer advised we are no longer having a hard time getting supplies.

Mr. Boyer reviewed the risk analysis, spending report, and tax credit report.

9. Mr. Jeremy Clarke, Elementary Principal
 - a. School Updates
 - b. Upcoming Dates (Calendar in Backup)
 - c. Elementary School Playground Update.
 - d. Other

Kevin said Mr. Clarke brought to the attention of the maintenance department that the slide has a crack, crawling tube crack, and support beams are rusting out. He noted we are not sure if it's better to repair or replace the equipment. He advised he received a quote for \$117,000 so we are trying to look for some grant funding for that project.

10. Mrs. McCauley, Superintendent/Principal
 - a. School Update.
 - b. Upcoming Dates (Calendar in Backup)
 - c. Other.

Mrs. McCauley said they had the opportunity to meet with the AZ Leader team. They came up to look at our school. We zeroed in on our discussion on issues we are still grappling with. Kids have forgotten how to be students and the importance of education. We talked about using our schedule in each grade to prevent dropout prevention. Discussed it at our staff meeting this last Wednesday. If this experiment works then we will have some great things to take into the schedule next year.

Mrs. McCauley said there are a lot of experts in the community. We want to do a program called lunch for learners where these people come into the school to allow the kids to have lunch with them so they could find out about business.

Mrs. McCauley said we do have our testing schedule and reviewed the test dates. They have a test take off assembly planned for April 1st. She noted Mrs. Lindberg is planning it. Mrs. Lindberg said she has a guest speaker out of St. George coming in. She is also receiving donations from the community for treats. The Governing Board was invited to the Assembly on April 1st at 11:20 a.m.

11. 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 Member Moerman made a motion to approve the consent agenda, excluding Item #12, 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**

12. Consideration of approval of the February 10, 2022 Regular Governing Board Meeting Minutes.

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

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

13. Consideration of approval of Vouchers and Stipends:
 a. LUSD9 Payroll Vouchers: 18/2218 and 19/2219.
 b. LUSD9 Vouchers: 1015 and 1016.
 c. Stipends
 i. Consuelo Avila – additional duties
 ii. Vickie Ortega – additional duties

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

14. Consideration of approval of FY 2021/2022 Certified and Classified Personnel, Substitute Personnel, and Coaches per the attached list, including the following:

Name	Position	Effective Date
Call, Trish	SPED Paraprofessional	02/15/2022
Lyday, Denise	Preschool Paraprofessional	01/27/2022
Oster, Kortney	Library Paraprofessional	02/28/2022
Rauterkus, Jeane	SPED Paraprofessional	02/28/2022

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

Name	Position	Effective
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		Date
Boutchyard, Deb	Classified Substitute	03/07/2022
Loffredo, Eileen	Substitute Teacher	02/22/2022
Tausinga, Kristi	Classified Substitute	02/22/2022

16. Consideration of updated FY 2021/2022 Stipend List.

ACTION ITEMS AND/OR DISCUSSION

17. Consideration of approval of donations received by the District per Policy KCD.
- Kroger - \$183.27 Smiths Inspiring Donations.
 - Bryan & Teirsa Plum - \$500 for BDES 3-D Printer.
 - Eureka Casino Resort – Books to Elementary School.
 - VA Landscaping - \$1500 for sports sponsorship.

Mrs. McCauley reviewed the list of donations.

Board Member Fagnan made a motion to approve the donations, seconded by Board Secretary Burch. The motion 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 FY 2022/2023 Salary Schedules.
- Certified Salary Schedule.
 - Classified Salary Schedule.
 - Director
 - Administrative Salary Schedule.

Mr. Boyer noted every number on the certified salary schedule went up by \$1,000. Also, the substitute pay was changed to a tiered structure.

He noted the classified salary schedule was increased by \$1.00. If in January the inflation goes above \$13.25 then we will need to bring the salary schedule back. He also noted there is a clause on the salary schedule that allows for additional pay for someone that is filling in for a vacant position.

Mr. Boyer advised he included some salary comparisons in the backup.

Mr. Boyer reviewed the Director Salary schedule. He noted he did not change the range for Facility Director. This is just the salary schedules and not the salary increases.



He then reviewed the Admin salary schedule and noted it was not changed this year.

Board Member Fagnan made a motion to approve the salary schedules, seconded by Board Secretary Burch. 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. Discussion and possible approval of the Certified Teacher Contract and Classified Notice of Appointment templates.

Mrs. Goessman advised legal counsel reviewed the contracts and made a couple changes to the Certified contract.

Board President Graham asked about the language in the contract about not authorized to use funds. Mr. Boyer said with the aggregate spending if it was not approved then the state would cut funds from our budget. We have it today, but it is a possibility they could cut that out of next year's budget.

Board Member Moerman made a motion to approve the templates, 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**

20. Discussion and possible action regarding reasons to grant appeals to the \$2500 liquidated damages clause in the Certified Teacher Contract.

Mrs. Goessman noted some school boards have a rubric that shows under what circumstances they will grant a waiver to the \$2500 liquidated damages clause.

Board Secretary Burch said the reason she asked to have this on the agenda was because they waived the fee for an employee due to a medical reason and then found out the employee took another job. Board Member Moerman said she likes the idea of the form and maybe bring back. She said she thinks this basically answers Mrs. Burch's questions.

Board Member Fagnan said he likes the form because then you have written documentation. He said he believes we should have some guidelines.

Board Member Moerman made a motion to bring this item back to the next meeting,

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**

21. Discussion and possible approval of the following FY 2022/2023 Health Insurance Items:
- Discussion and approval of Kairos health insurance rates for the 2022/2023 School Year.
 - Review and possible approval of an increase of \$25 to the District health insurance monthly contribution cap of \$525.

Board Member Fagnan made a motion to approve the health insurance monthly contribution cap to \$525, seconded by Board Secretary Burch.

Mrs. Goessman asked that the rates be approved as well.

Board Member Moerman amended the motion to include the approval of the rates, 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**

22. Discussion and possible adoption of Roberts Rules of Order.

Mrs. McCauley said this came out of a discussion that the Governing Board had at the retreat. Board Member Moerman said there was a discussion several years ago and the Governing Board felt it was costly and a little more restrictive. At the time they thought the Governing Board could modify the rules. Board Member Fagnan said he would like to see the Governing Board President take the individual vote by doing a roll call vote.

Board Member Moerman made a motion to continue with their current process and add a roll call vote, 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**



23. Review and discussion of surveys.

Mrs. McCauley said this item also came out of a retreat. She said she does have sample surveys done from both schools. She noted when you receive Title I funding, some type of parent survey is required. Board Secretary Burch said she thinks the shorter the better. Board Member Moerman said she would hope the surveys are done in Spanish also. She also agreed the surveys need to be short and have a place that gives them the opportunity to get in touch with the schools for additional issues. Board President Graham said he would like to see comments from the parents and staff. Mrs. McCauley said each school has a team that puts together the integrated action plan. There are 6 principals we examine each year for the comprehensive needs assessment. It's an opportunity to have teacher discussions. We do collect a lot of data each and every year.

Board Secretary Burch asked if there's a teacher survey. Mrs. McCauley noted that surveys are done by Mrs. Lindberg. Board Secretary Burch asked if they are anonymous. Mrs. Lindberg said they've done them both ways depending upon what they are looking for. Board Member Moerman said what she hearing is the Governing Board wants feedback from the educators and teachers. Mrs. McCauley noted teachers may tell Dr. Robertson confidential information that she may not hear. Dr. Robertson said it's very challenging to get anonymous data. His job is to build relationships with people. Teachers are already under a top down system. The last thing he wants to do is tell them they are doing this and that wrong. We make them feel valued and important. Board President Graham said he wants to hear the concerns from the teachers. Board Member Moerman said the surveys in front of them will not work for what the Board President wants. Board President Graham said he also wants to know what people in the community feel. Mrs. McCauley said it sounds like he wants a community survey by the Governing Board. Board Member Schoppmann said you can tell the teachers and employees are happier than in the past. Board Member Moerman said if we are going to do a survey of the teachers they need to come up with a format and some questions. Maybe ASBA has something that could help them. Mrs. Lindberg said the teachers here don't know the community. Board President Graham said he wants to know how staff feels. Board Member Moerman said she thinks they need to get a little more help than what they are capable of. She expressed her opinion that they need to limit the scope. She said they need to figure out how to reach our staff members. Board Member Moerman suggested the Board President Graham work with Mrs. McCauley and ASBA to come up with something that meets this. Dr. Robertson said the climate of the schools is positive when he goes in. He noted Mr. Clarke has done a phenomenal job with turning the elementary into a positive climate.

24. Discussion and possible action regarding the ADOT Water User Agreement.

Mrs. McCauley said she and Board President Graham drafted a letter to ADOT to find out why they refused to sign the contract for the 2%. She noted Mr. Boyer spoke to someone from ADOT and they requested a set amount. Mrs. McCauley said staff is proposing to make their new annual rate \$1500. Board Member Moerman asked how much the fire department contributes now. Mr. Boyer said the Fire Department pays \$1,000 and \$1,000 in kind plus the 2%. Board Member Moerman said she is concerned about us having two

contracts that are not parallel. Board Secretary Burch said she would like it more consistent. She said she would like to bring this item back after discussion with the attorney.

Board Member Fagnan made a motion to table this item until we hear back from the Attorney, 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**

25. April Agenda Items.

1) Playground. 2) Surveys. 3) Liquidated damages. 4) ADOT contract. 5) Employee contracts.

Board Secretary Burch said she wants a list of employees that have worked for the district a long time and had to leave due to medical reasons. Board Member Moerman said she would like to look at the employee recognition program.

INFORMATION ITEMS

26. News articles about the schools.

27. Upcoming Governing Board Conferences:

- a. Equity and Advocacy – ASBA Webinar – March 9, 2022 @ 4:00 p.m.
- b. District Policy and Your Employee Handbook – ASBA Webinar – March 23, 2022 @ 4:00 p.m.
- c. Equity – ASBA Webinar – April 6, 2022 @ 4:00 p.m.
- d. I am on the Ballot...Now What? – ASBA Webinar – May 17, 2022 @ 5:00 p.m.
- e. I was Elected...Now What? – ASBA Webinar – November 17, 2022 @ 5:00 p.m.

ADJOURNMENT

Board Member Fagnan made a motion to adjourn the meeting, 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 7:48 p.m.

Sonny Graham, Board President

Darlene McCauley, Superintendent

Respectfully Submitted by:

Sheree Goessman, District Secretary