



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9
GOVERNING BOARD MEETING
Administrative Services Site
3490 East Rio Virgin Road
Thursday, October 13, 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. Board Member Moerman was absent from the meeting. There were 3 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.

Darlene recognized Jyll Okelberry, School Counselor, as the Employee Shout Out. She noted Ms. Okelberry has been an Academic Counselor for 19 years. She has been inviting people with various occupations to come in and talk to the students. We are very proud she joined our team this year.

AGENDA

5. Consideration of approval of the October 13, 2022 LUSD9 Board Meeting agenda.

Board Member Fagnan made a motion to approve the agenda with removing item #18 from the agenda, seconded by Board Secretary Burch. The motion passed



unanimously.

Board Member Fagnan: Yes
Board President Graham: Yes
Board Member Moerman: Absent
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.

Trisa Cummings said her husband recently passed away and wanted to set up an auto shop at the school. He bought a 57 Chevy as a project car. She said she has been in touch with Mrs. Lindberg about setting up an auto shop class at the High School. Mrs. Cummings said she is willing to bring the Chevy to the auto shop to help teach the kids. She then asked if it would be a club situation or a class. Mrs. Cummings said she knows 2 or 3 people that are experienced with working on cars. She asked the Governing Board if this is something they are interested in doing. President Graham asked Mrs. Cummings to call Mrs. McCauley about this.

Ms. Greeff said her son goes to the school at the High School. She said she feels we need a shop teacher to give the kids the opportunity to get some skills. She has go carts and would be happy to donate them to the school for an auto shop. Her son is not totally book smart and needs things to stay on the right track. She said she knows people that are willing to help out with an auto shop. President Graham asked Ms. Greeff to contact Mrs. McCauley.

INFORMATION AND DISCUSSION:

7. Mr. Boyer, Business Manager.
 - a. Budget Update
 - b. Student Activity Balance.
 - c. Food Service Financial.
 - d. Maintenance quarterly expenditure report.
 - e. ESSER III Grant report.
 - f. Health Department Review
 - g. Cellphones



- h. Employee Count.
- i. Other

Kevin Boyer reviewed his department report section. He noted that when the budget was approved, he estimated 345-348 students and right now we have 321 students. Mr. Boyer advised he hasn't seen any information yet on the senior trip. He noted the senior class has 36 students.

Mr. Boyer reviewed the Food Service Financial and noted there was a request to have a 3 year comparison. He noted we are pretty much in-line with the 2020. Board Secretary Burch said she thinks maybe she didn't explain herself. She wants to compare this year to 2019-2020. She said she understands there are costs that are higher now. She said to her we are comparing apples to apples. Board Secretary Burch then asked about liquidated damages and if it is going into the M&O account.

Mr. Boyer reviewed the Maintenance report. Board Secretary Burch asked if we received a grant for the water heaters. Mr. Boyer said previously we did work with the school facilities board to get a water heater for the elementary school, but we did not use them for this one. He noted we are working with the school facilities board on some other projects.

Mr. Boyer reviewed the ESSER III Funds. Board Member Burch asked if staff can be paid through the ESSER III Grant. Mr. Boyer said yes and noted the funding will go through the 2023/2024 school year.

Mr. Boyer advised the Health Department recently inspected the schools. Both schools came through with good marks and no violations.

Mr. Boyer said he was asked to do an analysis between phone stipends and getting phones. Mr. Boyer reviewed the analysis and said he received quotes from AT &T, Verizon, and T-Mobile. Mr. Boyer said it is cheaper to have the phone allowance. Board Secretary Burch asked if anyone with a phone allowance receives stipends for working out of their position.

Mr. Boyer reviewed the employee count which showed how many positions were approved and how many position were filled.

Mr. Boyer advised we did have a bus inspection this week. Bus 99 had a sensor that went bad on us and the part is backordered. We had 3 buses that passed inspection. The two older buses 92 & 91 did not pass and we are working on them to get them fixed to pass inspection.

- 8. Mr. Clarke, Elementary Principal
 - a. School Update
 - b. Upcoming School Activities
 - i. October 12, 2022 – Parent Teacher Conferences (Students half day)
 - ii. October 12, 2022 @ 9:00 a.m. – Fire Prevention
 - iii. October 13, 2022 – Parent Teacher Conferences (Students half day)



- iv. October 20, 2022 – Great Arizona Shake Out
 - v. October 24-28, 2022 – Red Ribbon Week
 - vi. October 26, 2022 – Pumpkin Run
 - vii. November 8, 2022 – Lifetouch Picture Retakes
 - viii. November 15, 2022 – Donuts for Dads
 - ix. November 17, 2022 – Muffins for Moms
 - x. November 23-28, 2022 – Thanksgiving Break
- c. Other

Jeremy Clarke said things are going very well at the Elementary School.

He noted Mrs. Granecki's husband passed away and there is a memorial service scheduled on Wednesday, October 19th, 5:00 p.m.-8:00 p.m. at the Oasis Golf Course in Mesquite.

Mr. Clarke said they had turned in all of the items for move on when reading. Parent teacher conferences yesterday and today. They had a Fire Prevention Assembly yesterday. He then reviewed the upcoming events.

Mr. Clarke advised they have 200 Chrome books and are putting them into the classrooms.

Board Member Fagnan noted they had 2 board members that lost their spouses in the last couple years. He would like an account setup for the Governing Board to send flowers or trees when someone has passed away. Board Secretary Burch said in each school they have a Sunshiner Club and when her husband passed she did get a plant and some cards. Board Member Fagnan said he thinks the school board should do something. Board Secretary Burch said she thinks it would be a nice gesture.

9. Mrs. McCauley, Superintendent/Principal
- a. School Update.
 - b. Upcoming School Activities
 - i. October 20, 2022 – FAFSA Night
 - ii. October 20, 2022 – Great Arizona Shake Out
 - iii. October 24-28, 2022 – Red Ribbon Week
 - iv. October 25, 2022 – Jrs. and Srs. fieldtrip to Dixie Tech.
 - v. October 26, 2022 – Halloween Carnival at BDES
 - vi. October 28, 2022 – Jr High Halloween Dance
 - vii. October 28, 2022 – Mohave County Sheriff Assembly
 - viii. October 31, 2022 - Halloween Assembly
 - ix. November 2, 2022 – Fall Sports Award Banquet
 - c. Other.

Darlene McCauley reviewed the events list.



Mrs. McCauley advised that the High School is now out of school improvement. She said she surprised the teachers with an emergency meeting with cake and sparkling cider. She said she also reached out to the teachers last year and the year before. We were in school improvement since before she arrived, 4 years ago. Board Secretary Burch asked if she has any concerns with the elementary. Mrs. McCauley said the elementary only has 1 subgroup in there. She doesn't have any concerns because they are on track. She noted they have added SEL (social emotional learning) this last year.

Mrs. McCauley noted we have a new program called The AZ Leader Program which is being hosted by NAU and it began from school improvement. The leadership consists of a team of teachers that have experience. She said they have another site visit on October 19th. Our Dean met with all of the students to learn about their learning styles. She will present the information to the teachers on October 21st.

Mrs. McCauley noted Report cards were sent out this week. Board Secretary Burch asked what the difference is between the Dean of Students and the Counselor. Mrs. McCauley said the Dean of Students is more of an administrative position that can deal with student discipline. The Academic Counselor keeps the kids on track with their education. The team works together.

Mrs. McCauley advised we applied for a grant for teacher support with NAU. It was first thought of as a new teacher support program and found it is for any teacher. We've identified 11 teachers in our district who are willing to work with a mentor. We currently had 2 mentor teachers that are master teachers. This program is not going to be around forever and we want to grow our own mentors. Mrs. Edwards and Mr. Leany are working with Mr. Johnston to become mentors.

Mrs. McCauley said she sat in a phone conference with representative Udall. Representative Udall wanted to know what superintendents wanted. The number one thing was that they need to do something about funding. Literacy is an issue throughout the state and especially in rural areas.

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



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

- 11. Consideration of approval of the September 8, 2022 Regular Governing Board Meeting Minutes.
- 12. Consideration of approval of Vouchers and Stipends:
 - a. LUSD9 Payroll Vouchers: 07/2307 and 08/2308.
 - b. LUSD9 Vouchers: 1004, 1005, and 1006.
 - 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:

Name	Position	Effective Date
Colburn, Eli	Custodian	10/03/2022
Johnson, Donna	Paraprofessional	10/04/2022

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

Name	Position	Effective Date
Davis, Rachel	Paraprofessional	09/30/2022

ACTION ITEMS AND/OR DISCUSSION

- 15. Consideration of approval of donations received by the District per Policy KCD.
 - a. Boulevard Home Furnishings – Elementary \$311.20 and Jr/Sr High School \$466.80
 - b. Dixie Power - \$1500 Athletic Sponsorship
 - c. Mountain America Credit Union - \$1500 Athletic Sponsorship.
 - d. Car Quest - \$500 Athletic Sponsorship.

Mrs. McCauley reviewed the donations.

Board Secretary Burch made a motion to approve the donations, seconded by Board Member Fagnan. The motion passed unanimously.

Board Member Fagnan: Yes



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

16. Consideration of approval of the McGraw Hill Science Curriculum for grades 9-12.

Mrs. McCauley said this is the Science curriculum that she presented a couple months ago. She noted they already have the junior high curriculum.

President Graham made a motion to approve the McGraw Hill Science Curriculum, seconded by Board Member Fagnan. The motion passed unanimously.

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

17. Discussion regarding the District scheduling a Wellness Fair.

Mrs. McCauley said we would like employee to be able to get the flu shot. She said one idea staff had was to do a flu shot clinic and invite other providers. She said we can maybe do this next September. Board Secretary Burch told about past wellness fairs. Board President Graham asked staff to start planning a wellness fair.

18. Consideration of approval of Annual Financial Report for FY 2022.
19. Consideration of scheduling a Governing Board Work Session to discuss the Aggregate Expenditure Limit or approval of the ASBA Governing Board Template supporting a FY2023 Aggregate Expenditure Limit Override.

Mrs. McCauley said she knows a work session was mentioned but staff wanted to give the Governing Board the option to approve the resolution. Mr. Boyer reviewed the financial backup.

Board Secretary Burch made a motion to approve the Resolution, seconded by Board Member Schoppmann. The motion passed unanimously.

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

20. Consideration of approval of two day shift custodians that are funded through the ESSER III Grant.



Mr. Boyer said last year we had 7 positions in Maintenance/Custodial with one of those positions through the ESSER Grant. Mrs. McCauley said the one position was through the ESSER II Grant which timed out. She noted these two positions will be through the ESSER III Grant.

Board President Graham made a motion to approve the two day shift custodians, seconded by Board Member Fagnan. The motion passed unanimously.

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

21. Discussion regarding Governing Board Self Evaluation per Policy #BAA.

Board Secretary Burch asked if the Governing Board could get the evaluation instrument a little earlier.

22. Discussion regarding Superintendent Annual Evaluation per Policy #CBI.

Board President Graham said he contacted Mrs. McCauley and Mrs. Goessman on this. Mrs. McCauley said she is fine with having her evaluation in November.

23. Discussion and possible action regarding an employee survey to be given out and collected before the December 2022 Governing Board Meeting.

Board Secretary Burch said she thinks this is really important. She thinks where we lost so many people last year she would like to know how the employees think things are going. Board Member Schoppmann noted the employees do an exit interview when they leave. Board Secretary Burch said she never sees the exit interview. Board Member Fagnan asked if they send a survey out every year. Mrs. McCauley said we survey a different way through the comprehensive needs. She noted they do not do a survey where we present to the board.

Board President Graham made a motion to direct staff to do an employee survey and present the results at the December Governing Board Meeting, seconded by Board Secretary Burch. The motion passed unanimously.

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

24. Consideration of second reading and approval of the following policies:



- a. JRR – Student Surveys
- b. KI – Visitors to Schools
- c. KB - Parental Involvement in Education
- d. IHAMB – Family Life Education
- e. JLCB – Immunization of Students
- f. JLCC – Communicable Infectious Diseases
- g. GBGCB – Staff Health and Safety
- h. DIA – Accounting System
- i. IHA – Basic Instructional Program
- j. JLDA – School Counselors and Psychologists
- k. JICFA – Hazing
- l. IKF – Graduation Requirements
- m. JJIA – Intramural Sports
- n. JJIB – Interscholastic Sports
- o. EE – Transportation Services
- p. EEAEA – Bus Driver Requirements, Training, and Responsibilities
- q. JF – Student Admissions
- r. IJL – Library Materials Selection and Adoption
- s. IJNC – Resource Centers/Media Centers/School Libraries
- t. IMD – School Ceremonies and Observances
- u. IMB – Teaching About Controversial/Sensitive Issues.

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

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

25. Consideration of first reading of the following Policies:
- a. Policy JLCB – Immunizations of Students.
 - b. Policy IKFA – Early Graduation.

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

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

26. November Agenda Items.

1) Board compassionate services. 2) IT employee. 3) Plan in case we have immigrants



come – dual immersion language – policy. 4) New Maintenance employee. 5) Update on 2nd amendment issue, gun free zone. 6) Retention bonuses for staff. 7) Evaluation results.

INFORMATION ITEMS

27. News articles about the schools.
28. Upcoming Governing Board Conferences:
 - a. I was Elected...Now What? – ASBA Webinar – November 17, 2022 @ 5:00 p.m.
 - b. ASBA-ASA Annual Conference and New Board Orientation, December 14-16, 2022, JW Marriott Desert Ridge.
29. Upcoming Games & Master School Calendar
 - a. Volleyball Schedule
 - b. Football Schedule
 - c. Master School Calendar
30. Notification of Regulations:
 - a. JLCB-R: Immunizations of Students
 - b. KDB-R: Public Right to Know/Freedom of Information.

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: Absent
Board Member Schoppmann: Yes
Board Secretary Burch: Yes**

The meeting was adjourned at 6:24 p.m.

Sonny Graham, Board President

Darlene McCauley, Superintendent

Respectfully Submitted by:

Sheree Goessman, District Secretary