



LITTLEFIELD UNIFIED SCHOOL DISTRICT #9
GOVERNING BOARD SPECIAL MEETING

Administrative Services Site
3490 East Rio Virgin Road
Tuesday, April 25, 2023
3:00 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 3:00 p.m. There were no members of the public in attendance. Elementary Principal, Jeremy Clarke, and Business Manager, Kevin Boyer, were not in attendance.

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.

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.

4. Public Comment.



None.

ACTION ITEMS AND/OR DISCUSSION

5. The Governing Board to review and may consider the approval of a search agreement, inclusive of a search timeline and search components, between the District and the Arizona School Boards Association for the position of District Superintendent/Principal

Nic Clement introduced himself and told a little about his background. He said he knows how important this decision is and his job is to facilitate. Mr. Clement said if the Governing Board chooses to proceed with ASBA then the next 3 meetings he plans to be at in person. He said by doing this in person it will not increase the travel costs. Mr. Clement said he has been involved in several other superintendent searches. He noted each search is unique and personalized to the community and board.

Mr. Clement reviewed the goals, guidelines, recommendations, and timeline. He noted we would direct any inquiries to him. Any media would also contact him directly. Mr. Clement said applicants are not to contact any individual board members. He said if we have someone in mind for the position, they would work through him.

Mr. Clement advised the first phase starts tonight. The ASBA link is also linked to other state sites and becomes a national search.

Mr. Clement said if the Governing Board decides to move forward with a survey, ASBA will provide the District with the link to the survey. ASBA will then give the District all the raw data and summarize the data.

Mr. Clement noted during Phase 3, he will bring all the applications to the Governing Board and there will be a screening process which is done in an executive session. He noted the executive session would be followed with an open session where they would identify the candidates they would like to interview. He noted ASBA does not do a pre-screen of the applicants.

Mr. Clement noted during Phase 4, they would conduct the first interview with the candidates that were selected. Then they would select the finalists.

Mr. Clement noted during Phase 5, they would conduct the final interviews and also have a community forum. They would then select a finalist to enter into negotiations.

Mr. Clement noted during Phase 6, the district's attorney would work on a contract with the finalist. Mr. Clement said he will be working with Mrs. Goessman throughout the entire process.

Board Secretary Reyes asked if we are under contract at this point. Mr. Clement said that is what this meeting is for. Board Secretary Reyes said he appreciates ASBA and would like to share some thoughts regarding the process. He noted he emailed a possible agenda item and feels it fits into number 5 of this agenda. HE said he's had some thoughts because he feels everything is happening very quickly and because of the \$10,000 cost for this process. Board Secretary Reyes said he has a couple alternatives he would like to discuss. He would like to offer Mrs. McCauley a stipend to be a part-time Superintendent this next school year to allow more time to find a replacement prior to the 2024 school year and the District could hire a Secondary Principal. Board Secretary Reyes advised that this meeting is to finalize the process. Board Member Burch said she thinks ASBA has the resources to assist us to move through finding a Superintendent. Board Secretary Reyes said he will be unable to attend Phases 3, 4, and 5 due to having pre-arranged plans. He said he thinks they need



to slow down a little bit and feels it's more appropriate for our district at this time. Mr. Reyes said we could also have Mr. Clarke be the Superintendent for this next school year. He said he is asking the Governing Board to look at the big picture to see if there are other alternatives. Board Member Burch said it sounds good except everybody is signing their contracts now. Board Secretary Reyes said he is asking to put this on hold until the next school year. He said he would like to still utilize Mrs. McCauley. He said he is not against this process and only asking to hold off for a year. Board Member Fagnan asked if they could extend the process with ASBA. Mr. Clement said the Governing Board sets the timeline. He noted these are just suggested dates.

Board Secretary Reyes said he's in favor of what they are proposing but is throwing out other ideas. Board Member Fagnan said even if they extend their search period they would still be paying ASBA \$10,000. He said he thinks it's a great idea that Board Secretary Reyes is proposing and said the biggest question is whether Mrs. McCauley is willing to accept that. Board Member Schoppmann noted the Superintendent position starts July 1st and they need to have someone to take over. Board President Graham asked Mrs. Goessman if there is someone within the district that qualifies for the Superintendent position. Mrs. Goessman noted Mr. Clarke would, but she is not sure he is willing to accept something like that. Board Secretary Reyes said he's in agreement to use the ASBA services to find a quality candidate. He said he is trying to do what is in the best interest of our students. He then noted he will not be available from May 24th – June 14th. Board Member Burch noted there have been a few concerns she's heard in the community. She noted that they approved moving forward with ASBA and approved Mrs. McCauley's retirement at the last meeting. She noted it is not going to get any easier if they wait 2 or 3 months. Board President Graham noted they could change the dates of the phases.

Mr. Clement said if they move forward with the process, they can screen the candidates on May 30th and do the interviews on June 20th. He said the Governing Board could elect to have the June 20th interviews as the final interview or they can set another date to be determined for a 2nd interview. He noted that would allow the board to all be present for the June 20th interview.

Board Secretary Reyes said any time after June 9th he could attend the meeting via video conference. He said he's comfortable with not being involved with screening the applicants. Board Member Fagnan said they can move the dates for Steps 3 through 5 to allow the entire Governing Board to be present. There was then a discussion regarding changing the timeline. Mr. Clement said Phase 2 will be a longer.

Board Member Burch made a motion to approve the search agreement, inclusive of a search timeline as modified and search components, between the District and the Arizona School Boards Association for the position of District Superintendent/Principal. Board President Graham seconded the motion and it passed unanimously.

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

Board Secretary Reyes said he's going to put his money where his mouth is. He said he knows it's his personal feelings and will be voting to support this item because he feels it is in the best interest of our staff and students.

6. Governing Board to discuss and may consider approving a specific Board Member the authority to sign, on behalf of the Board, a Board approved search agreement with the



Arizona School Boards Association for services rendered, as defined in the agreement, in an effort to secure a new District Superintendent/Principal

Board Secretary Reyes made a motion to appoint Board President Graham to sign, on behalf of the Governing Board, the search agreement. The motion was seconded by Board Member Burch. The motion passed with 4 ayes and 1 nay.

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

7. The Governing Board will discuss and may consider approving the position announcement to be published on the ASBA website. This announcement will include a district profile, community profile, position profile, position salary range, district financial information, and timeline and process.

Board Secretary Reyes made a motion to approve the position announcement.

Mrs. Goessman noted there are some blanks in the position posting that needs to be updated. MR. Reyes rescinded his motion.

Mrs. Goessman then gave the information to Mr. Clement.

Board Secretary Reyes made a motion to approve the position announcement as amended, 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**

8. The Governing Board will discuss and may consider incorporating up to three specific questions into the application process for the position of District Superintendent.

Mr. Clement said there are questions that are on every application. He noted ASBA can personalize questions that will be separate from the interview questions that could be used during the screening.

Board Secretary Reyes said he would like a question that asks the candidate if they clearly understand the location of our district and the geographic challenges and uniqueness with working with neighboring states. Board Member Schoppmann said they need to remember that we are the forgotten part of Arizona. Mr. Clement said he can word smith the question to get the essence of what the Governing Board is wanting. Board Secretary Reyes asked if the rest of the board agreed. The Governing Board agreed with that question.

Board President Graham said he would like to see a question about community involvement



and how well they worked with their prior communities. Mr. Clement said he will develop a question under that as well.

Board Secretary Reyes said he really likes question #4 with regard to school finance.

Board Member Burch made a motion to include the 3 additional questions as outlined by the Governing Board, 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**

ADJOURNMENT

Mr. Clement said he will do everything in his power to keep his expenses down. He said he appreciates the discussion.

Board Member Fagnan made a motion to adjourn the meeting, 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**

The meeting was adjourned at 4:07 p.m.

Sonny Graham, Board President

Darlene McCauley, Superintendent

Respectfully Submitted by:

Sheree Goessman, District Secretary