



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9  
GOVERNING BOARD MEETING  
Administrative Services Site  
3490 East Rio Virgin Road  
Thursday, January 11, 2024  
5:00 P.M.  
(Doors Open at 4:45 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 Schoppmann was absent from the meeting. There were two (2) members of the public in attendance.

2. ROLL CALL:

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

Troy Heaton, Superintendent/Secondary Principal  
Mike Zielaskowski, Interim 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 January 11, 2024 LUSD9 Board Meeting agenda.

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

Board Member Burch: Yes  
Board President Graham: Yes



**Board Member Hogan: Yes**  
**Board Secretary Reyes: Yes**  
**Board Member Schoppmann: Absent**

## **SPECIAL ITEMS**

5. Election of Governing Board Officers:
  - a. Governing Board President.
  - b. Governing Board Secretary.

**Board Member Burch made a motion to nominate Sonny Graham as the Governing Board President, seconded by Board Secretary Reyes. The motion passed unanimously.**

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

**Board President Graham made a motion to nominate John Reyes as the Governing Board Secretary, seconded by Board Member Burch. The motion passed unanimously.**

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

## **PUBLIC COMMENT**

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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.

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6. Public Comment.

None.

## **INFORMATION AND DISCUSSION:**

7. Kevin Boyer, Business Manager.
  - a. Budget Update.
  - b. Student Activity Balance.



- c. Food Service Financial.
- d. Quarterly Maintenance Report.
- e. Transportation Update
- f. Student Count Projections for FY 2024/2025.
- g. Other

Mr. Boyer reviewed the budget update. He noted the high school has new computers now and he will get the elementary theirs next week.

Mr. Boyer reviewed the student activity funds. Board Member Burch asked who is running the concessions. Mr. Boyer said the senior class does with the help of Mr. Leavitt as the student advisor.

Mr. Boyer reviewed the Food Service Financial. Board Member Burch asked if the balance includes the donations that were made. Mr. Boyer said yes. Board Member Hogan asked if the negative balance was from money not collected. Mr. Boyer said there is approximately \$2,000 that needs to be collected. He noted the Food Services Director has been calling regarding the negative balances and she has also been reviewing the lunch applications to make sure they are correct. Board Member Burch noted it is hard to collect money during the holidays because many of the families go to Mexico. Board Member Hogan again questioned the negative lunch balance. Mr. Boyer said as long as they keep their cost of sales in check it should be okay. Board Member Burch noted the balance should balance out by February once funds are received by the state.

Mr. Boyer reviewed the quarterly maintenance report.

Mr. Boyer noted he was requested to provide a bus maintenance costs. He then reviewed the bus maintenance costs. Mr. Boyer then updated the Governing Board regarding the bus drivers. Board Member Hogan asked how the bus drivers are trained. Mr. Boyer said they take a written test to get their permit. He noted we have send drivers to Bullhead City take a class that helps then get their permit. Once the permit is obtained, we have them do the classroom training and behind the wheel training with our trainer. They are then sent to Kingman Unified School District to do their behind the wheel test.

Mr. Boyer reviewed the student count projections. He said he is projecting a slight increase due to a small senior class that is graduating and a big kindergarten class that is coming in.

Mr. Boyer noted we had the fire alarms going off at the District Office and found that a sprinkler pipe broke in the building next door. He advised quite a bit of things stored in the building were a complete loss. He showed the Governing Board a video and pictures of the damage.

- 8. Mike Zielaskowski, Interim Elementary Principal
  - a. School Update.
    - i. January 11, 2024 @4:30 p.m. – Literacy Night
    - ii. January 18, 2024 – Spelling Bee
    - iii. January 30, 2024 – 100 day
  - b. Other

Mr. Zielaskowski said the literacy night was currently going on and was well attended. He then reviewed the upcoming events.

Mr. Zielaskowski noted Miss Fjeld is hitting the ground running as the new Intervention Teacher.



- 9. Troy Heaton, Superintendent/Secondary Principal
  - a. School Update.
    - i. January 16, 2024 @ 10:00 am – FAFSA with Dixie Tech for Seniors.
    - ii. January 24, 2024 @ 5:00 p.m. – FAFSA with Utah Tech for Seniors & Parents.
  - b. Other.

Mr. Heaton said the events will be updated on Facebook also. There were a couple tournaments the last couple weekends. Today gave ice cream to students with a 3.5 or higher. Troy reviewed the upcoming events. The junior high will have a jamboree this Friday. Will have 3 other schools participating.

Mr. Heaton noted the new head basketball coaches for the girls team is Ms. Reynolds and Mrs. Knudson.

Mr. Heaton advised that the letter of intent went out to the teachers last week. They are due by January 19<sup>th</sup>.

Mr. Heaton said he will be meeting with Mr. Boyer next week to start working on next year’s calendar. He noted there will also be a calendar committee made up of staff that will make recommendations.

Mr. Heaton noted the Mutualink has setup all the hardware this week.

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

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

- 11. Consideration of approval of the December 14, 2023 Regular Governing Board Meeting Minutes.
- 12. Consideration of approval of Vouchers and Stipends:
  - a. LUSD9 Payroll Vouchers: 13/2413 and 14/2414
  - b. LUSD9 Vouchers: 1012 and 1013.
  - 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 the following staff resignations/retirements/terminations:

Name	Position	Effective Date
Lewis, Martin	Girls Basketball Coach	01/03/2024

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

Name	Position	Effective Date
Harmon, Melissa	Substitute Aide	10/23/2023
Larsen, Nolita	Substitute Teacher	11/15/2023

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

Name	Position	Effective Date
Allen, Robin	Elementary Teacher	01/02/2024
Fox, Michael	Maintenance Worker	01/08/2024

16. Consideration of approval of donations received by the District per Policy KCD.
- a. Rotary Club of Mesquite & Community Members – Christmas gifts for BDES Students.
  - b. Mesquite United Methodist Church – Hats for BDES Students.
  - c. Peggy Owen (Beaver Dam Thrift Store) – Clothes for BDES Students.
  - d. Mesquite Police Department – Shop with a Cop for BDES Students.
17. Consideration of approval of the updated 2023/2024 Stipend List.
18. Consideration of approval of approving Mike Zielaskowski as a Qualified Evaluator for the 2023/2024 School Year.

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

19. Presentation and possible approval of the Senior Trip to New York on May 21<sup>st</sup>-25<sup>th</sup>, 2024.

Steven Garlick, Student Body President, said they are hoping to go to New York for their Senior Trip this year. He then distributed the itinerary and the price breakdown. He said he estimates they have approximately \$7,000 and the total cost of the trip is \$8,100. He noted there are some home games for basketball and they plan to sell concessions. He said they may also look at doing a lock-in at the high school. Mr. Heaton asked Mr. Garlick to explain what a lock-in is. Mr. Garlick said the students would pay \$10 to stay a Friday night at the school and they would have activities. Board President Graham asked if they are renting hotels or an Airbnb. Mr. Garlick said they would be renting an Airbnb. He said there are 6 kids going and Mr. Leavitt and his wife will be chaperones. Board Secretary Reyes said he thinks it is laid out really well and appreciates his presentation.

**Board Member Hogan made a motion to approve the Senior Trip to New York on May 21<sup>st</sup>-25<sup>th</sup>, seconded by Board Secretary Reyes. The motion passed unanimously.**



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

Mr. Garlick asked if they could use the school van for transportation to the airport. Mr. Heaton said since it is a school activity that is something he can approve.

20. Discussion and update regarding the school Food Pantry.

Mr. Zielaskowski said he asked Nichole Frisby to give him an update on the food pantry. He noted the PTO was able to pack and distribute 30 food packs that were sent out before Christmas Break. He noted the PTO made a change by focusing on students who are experiencing food shortages. Mr. Zielaskowski said he attended the December PTO meeting. He noted the PTO was struggling with the quality of food donations as they were getting foods high in sugar. He said the PTO is currently using a surplus classroom for the food pantry. He said his only concern is that classroom could be used as a science lab rather than for food storage.

Mr. Heaton said the only concern he's heard is that the food needs to be off the ground. Board President Graham asked if the food is still on the floor. Mr. Heaton said no that it was taken off the floor. Board Member Burch noted she read a Facebook post from Mrs. Frisby asking for someone else to take over the food pantry. She said she likes the idea of using the classroom for science. Board Member Hogan asked if there is any space in one of the buildings near the district office. Board Member Burch said if it was relocated near the district office, it would not be convenient for the kids. She noted she used a room off of the gym to store food when she worked for the schools. Board Member Hogan said most of the time they distribute the food in the classroom or front office. Mr. Boyer asked that the Governing Board allow him and Mr. Zielaskowski to look at possible locations for the food to be moved.

21. Discussion and possible action regarding revisions to the Donation of Sick Leave Policy/Regulation/Exhibits.

Mrs. Goessman said this item was discussed last meeting. She noted staff is recommending the sick leave donation go to a leave bank rather than being donated to an individual.

Board Secretary Reyes made a motion to move forward with the changes and set a first reading for the next meeting, seconded by Board Member Burch. The motion passed unanimously.

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

22. Consideration of approval of Governing Board Meeting Date and Times for the 2024 Calendar Year.

Board President Graham asked if the second Thursday at 5:00 p.m. works for everyone. All members said yes. Board President Graham asked if the Governing Board wanted to change the June meeting to the 4<sup>th</sup> week for the budget. The Governing Board decided they would wait to make that change.



**Board Member Burch made a motion to approve the Governing Board Dates and Times for the 2024 Calendar Year, seconded by Board President Graham. The motion passed unanimously.**

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

23. Consideration of approval of the FY 2022/2023 Preventive Maintenance Program.

Mr. Boyer said each year the maintenance department goes through their preventative maintenance. Program for the state. They did all of the preventative maintenance tasks that were required by the state. Mr. Heaton said this is important to do. He noted there is a grant process that would need to be done if something goes down. He said the grant would not be available if this report is not done. Board Member Burch asked if the maintenance department is doing these projects or if it is being hired out. Mr. Boyer said the maintenance crew does most of the projects.

**Board Member Hogan made a motion to approve the FY 2022/2023 Preventive Maintenance Program, seconded by Board Secretary Reyes. The motion passed unanimously.**

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

24. Consideration of approval of Intergovernmental agreement for the following Water Users:  
a. ADOT  
b. Canyonlands  
c. Beaver Dam/Littlefield Fire District

Board President Graham said the school district has a water line and we allow these agencies to use the water and pay a fee for their usage.

**Board President Graham made a motion to approve the ADOT addendum to the agreement, seconded by Board Secretary Reyes. The motion passed unanimously.**

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

**Board President Graham made a motion to approve the Canyonlands addendum to the agreement, seconded by Board Secretary Reyes. The motion passed unanimously.**

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



**Board Member Hogan: Yes**  
**Board Secretary Reyes: Yes**  
**Board Member Schoppmann: Absent**

**Board Secretary Reyes made a motion to approve the Beaver Dam Fire addendum to the agreement, seconded by Board President Graham. The motion passed with 3 ayes and 1 abstention.**

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

25. Discussion and possible action whether the Governing Board would like to proceed with a Bond Override.

Board President Graham said he asked that this item be on the agenda because he wanted a final answer from the Governing Board if they wanted to proceed with a bond override. Mr. Heaton said it's kind of a fluid situation because of money. He noted the Governing Board previously approved moving forward with the buses. He said staff rejected the EPA grant for the electric buses and plan to reapply for the EPA Grant. Mr. Boyer said the EPA Grant is due this month and noted this Governing Board Meeting will determine if the funding will be there or not. Mr. Heaton said the Governing Board previously agreed to the playground and we shifted that because we were going with traditional buses. He said staff is now looking at the electric buses again. He noted if we can get the tax rebate money then it is viable for us to get the electric buses. He asked what the board would choose if they had to choose between the buses or playground.

Board Member Hogan said he received a quote for the playground and it is \$36,000 delivered. He noted there would still be costs to install the playground. Mr. Heaton said the board needs to let staff know what they want so staff can get costs. Board Member Hogan said he thinks if we can get the electric buses, it will lower our maintenance fees. He noted the current playground is old and damaged and needs to be replaced. He said he cannot see where it will be that much money out of taxpayers' pockets and doesn't see where they would disagree.

Board President Graham said we aren't going to be able to get rid of all of the buses because electric buses do not go very far. He doesn't think putting a playground in the bond is what was discussed in June. Mr. Boyer said they can't do both the playground and the bus infrastructure. Board President Graham said the playground was allocated in DAA funds. He said administration doesn't live here and doesn't pay that bond. He said that is a concern of his. Mr. Heaton said that is why they are bringing this item to the Board. Board President Graham said the playground should have come out of DAA funds, ordered, and installed. Board Secretary Reyes said they have discussed this quite a bit. He said he wants to go around the table to see how each of them feel. Board Secretary Reyes said he is in favor. Board Member Burch said she struggles with this. She said she can't go to someone and talk about a bond without having numbers. She said no until we are better prepared. Board Secretary Reyes said they can't have numbers unless they move forward with the bond. Mr. Heaton said he cannot go to the architect unless the board wants to move forward with a bond. Board Member Burch noted we are 78% free meals and doesn't feel it's a good time for the people of our community. Board Secretary Reyes said he thinks most of them are renters. Board Member Hogan said he understands the tax will be on second homes. Mr. Boyer said this tax will affect every property owner in the district. Board Member Hogan said we are talking \$50-\$75 a year. Mr. Boyer





said it would depend on how much the bond is for. Mr. Heaton said once they are given the go ahead then staff will bring back the numbers.

**Board Member Hogan made a motion to move forward with the bond override. He then rescinded the motion since there were board members still wanting to discuss the item.**

Board President Graham said he wants to be clear what they are going forward with on the bond. Mr. Boyer said if we do move forward with the bond and it fails then we will have pay for the items with other funds. Board Member Hogan asked how much we will be gambling. Mr. Boyer said if we apply for the next EPA Grant then it will be about \$300,000 out of our own pocket for the buses. Board Member Hogan asked how much we lose if the bond fails. Mr. Boyer said if you buy the buses right now then there would be the cost of the infrastructure that would need to be funded by the school district if the bond doesn't pass. Mr. Heaton said we do have some rebates with the buses. He said from what he is hearing, the Governing Board does not want the playground part of the bond.

Mr. Boyer asked if we should apply for the next EPA Bus Grant. Mr. Heaton said if we apply for the bus grant again we are going to be responsible for \$300,000 just for the buses plus the infrastructure. He noted the funding can be done with the override, but if we don't get the override then we will be stuck with that cost. Mr. Heaton told the Governing Board they may want to hold off on the EPA grant again because they haven't been able to obtain any real numbers. Board Member Hogan said they should probably relook at purchasing the new bus and two vans. Mr. Heaton said we will probably need to look at two mini buses because the vans aren't usable. Mr. Boyer said for this month we will hold off on applying for the EPA Grant.

Board Secretary Reyes said he wouldn't be for the bond override if he wasn't confident it would pass. He thinks they are in a good position to support a bond now. He noted it would mean a lot of work for everyone.

Board President Graham asked what they are putting in the bond. He said it is sounding like the bus barn, new administration building, and high school gym/weight room. Mr. Heaton said in March the Aide for Arizona Grant is available and he has Mrs. Brown working on that.

**Board Secretary Reyes made a motion to move forward with a bond override to include the bus barn with infrastructure, new administration building, and high school gym/weight room. Board Member Hogan seconded the motion and it passed with 3 ayes 1 nay.**

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

26. Discussion and possible action regarding adding the liquidated damages to administrative contracts.

Board Member Burch said she feels it is not fair to hold the teachers accountable, but not the administration. Mrs. Goessman said she spoke with legal counsel and was told the Governing Board could include a liquidated damages clause in the Administrative Contracts. She said she also reached out to other districts and received two responses. One said their liquidated damages for administrators is equal to two months of pay. The other district said their liquidated damages is \$1500 for administrators. Mr. Heaton advised that administrative contracts are not like the teacher contracts and



said they may lose an administrator because of a liquidated damages clause. Board Secretary Reyes said if they have an administrator that doesn't want to be held accountable then they do not want that person. Board Member Hogan said once you make a commitment you should be committed. Mr. Heaton said his past district does have a liquidated damages clause in the teacher contracts and is only if they resign during the summer because the school district pays insurance for them during the summer.

Board Member Burch said she likes the liquidated damages equal to two months' salary for administrators. Board Secretary Reyes said he does too.

**Board Member Burch made a motion to direct staff to include a liquidated damages clause in next year's administrator contracts equal to 2 months base salary, seconded by Board Member Hogan. The motion passed unanimously.**

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

27. Consideration of approval of scheduling a Work Session prior to the February 8, 2024, Governing Board Meeting.

**Board President Graham made a motion to schedule a work session at 3:00 p.m. on February 8, 2024. The motion was seconded by Board Secretary Reyes and passed unanimously.**

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

28. Suggestions for Future Board Meetings.

Board President Graham reviewed items for February's Work Session and Regular Board Meeting.

Work Session items:

- Strategic Plan
- Artificial Intelligence
- Presentation at Dixie Power Dinner on March 26<sup>th</sup>.

Regular Meeting:

- New Teacher Mentor approval.
- 2024/2025 Master Calendar approval.
- First Reading for revisions to sick leave donation policy.

## **INFORMATION ITEMS**

29. News articles about the schools.



30. Upcoming Governing Board Conferences:
  - a. None at this time.
31. School Calendar 2023/2024
32. Basketball Schedules
33. Next Meeting – February 8, 2024

## **ADJOURNMENT**

**Board Member Burch made a motion to adjourn the meeting, seconded by Board Secretary Reyes. The motion passed unanimously.**

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

The meeting was adjourned at 6:25 p.m.

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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