



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9
GOVERNING BOARD MEETING
Administrative Services Site
3490 East Rio Virgin Road
Thursday, October 9, 2025
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 Fagnan called the meeting to order at 5:01 p.m. There were approximately ten (10) people in attendance and Mr. Murray was absent from the meeting.

2. ROLL CALL:

Mike Fagnan, Board President
Mark Cobb, Board Member
Sean Hogan, Board Member
Karen Johnson, Board Member

Troy Heaton, Superintendent/Secondary Principal
Kevin Murray, Elementary Principal
Edward Dickie, Business Manager
Sheree Goessman, Human Resources Director

CEREMONIAL ITEMS

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

AGENDA

4. Consideration of approval of the October 9, 2025 LUSD9 Board Meeting agenda.

Board Secretary Hogan made a motion to approve the agenda as amended, seconded by Board Member Johnson. The motion passed unanimously.

**Board President Fagnan: Yes
Board Secretary Hogan: Yes
Board Member Cobb: Yes
Board Member Johnson: Yes**



ACTION ITEM

5. Consideration of approval of a request by Kathleen Trenholm to waive the liquidated damages fee of \$2,500 per the Certified Teacher Contract.
 - The Employee may request this item be discussed in Executive Session pursuant to ARS §38-431.03(A)(1).

Board President Fagnan made a motion to go into executive session, seconded by Board Secretary Hogan. The motion passed unanimously.

**Board President Fagnan: Yes
Board Secretary Hogan: Yes
Board Member Cobb: Yes
Board Member Johnson: Yes**

The Board returned to open meeting at 5:28 p.m.

Board Secretary Hogan made a motion to end the executive session and go back in the public meeting, seconded by Board Member Johnson. The motion passed unanimously.

**Board President Fagnan: Yes
Board Secretary Hogan: Yes
Board Member Cobb: Yes
Board Member Johnson: Yes**

Board Secretary Hogan made a motion to waive the liquidated damages under the circumstances for Ms. Trenholm, seconded by Board Member Cobb. The motion passed unanimously.

**Board President Fagnan: Yes
Board Secretary Hogan: Yes
Board Member Cobb: Yes
Board Member Johnson: Yes**

EXECUTIVE SESSION (For Item #5)

The Board may move to discuss items in an Executive Session pursuant to ARS §38-431.03 (A)(1), (3) and (4), which authorizes discussion and consideration of employment, assignment, appointment, promotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of the District.

- a) Call to Order
- b) Confidentiality Statement: All persons present are hereby reminded that it is unlawful to disclose or otherwise divulge to any person who is not now present, other than a current member of the Board, anything that has transpired or has been discussed during this executive session. To do so is a violation of ARS 38-431.03 unless pursuant to a specific statutory exception.
- c) The Governing Board will discuss the request to waive the liquidated damages per the Certified Teacher Contract.
- d) Adjourn Executive Session and reconvene regular meeting. (This motion must be done in Open Meeting).



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.

Board President Fagnan read a letter submitted by Claudia Davalos-Huerta. Mrs. Davalos-Huerta expressed disappointment with the recent homecoming event. She stated that players with dates were unable to enjoy the dance because it was held on a Friday after the game and lasted only two hours. Her son and his date arrived around 10:10 p.m. and were asked to leave by 11:00 p.m., leaving them with little time to participate. She questioned why the dance was not held on Saturday as in previous years and asked who was responsible for organizing the event, noting there had been confusion about the location (initially mentioned as Casa Blanca, then Virgin River, but ultimately held at the school).

She also requested improved communication regarding Board meeting schedules, suggesting that parents signed up for school alerts receive notifications via text or email to help them stay informed and involved.

Samantha Newell shared that her family moved to the area in 2022, excited for her children to excel in the District. However, within the past year, she went from being a very active parent to withdrawing her children due to growing concerns. She noted that she is not alone and knows of several other parents who have done the same.

Mrs. Newell expressed that the last 13 months have felt like a dismantling of the elementary school, emphasizing the need to rebuild trust and foster a healthy and secure environment. She pointed out that the schools currently have approximately a "C" rating, with a 17% math deficiency, and urged the Board to consider all contributing factors when making decisions. She hopes they recognize the seriousness of the situation at the elementary level.

Mike Johnson shared that attending this year's homecoming game reminded him of the small town where he grew up. He observed children playing on the sidelines during the game and expressed safety concerns, noting he has previously seen a child nearly hit by a player. He suggested moving spectators and children farther back from the field to prevent potential accidents.

Gloria Etter, bus driver, raised concerns regarding the condition of her school buses. She reported that the bus she drives is leaking grease from the lug nuts and a hub nut leak on the left rear wheel. Additionally, the horn has not worked since day one, and although she was told the parts are on order, she questioned how long it will take for repairs to be completed. Ms. Etter emphasized that without a working horn, she cannot safely back up the bus and requested that the mechanic address the issues promptly to ensure the equipment is safe and reliable.

INFORMATION AND DISCUSSION:

7. Edward Dickie, Business Manager
 - a. Student Activity Balance.



- b. Food Service Financial.
- c. Budget Update
- d. Maintenance Quarterly Report
- e. Other

Mr. Dickie reviewed the student activity report. Board President Fagnan expressed interest in seeing what funds the current senior class raises for their senior trip. Sheree clarified that decisions regarding the use of those funds would be determined by the Student Council. Troy provided an overview of the related process.

Mr. Dickie reviewed the food service report.

Mr. Dickie presented the budget update. Mr. Heaton noted that a work session would likely be scheduled around January to review district priorities. He mentioned that there has been interest in adding bus cameras and that the District is exploring another COPS grant to include both bus and back door cameras. Board President Fagnan asked if maintenance could move the district office on a weekend to avoid disruptions. Mr. Dickie reported that he had spoken with Ms. Gutierrez, who has already relocated. She indicated that there were no issues when plugging in equipment at the new district office and confirmed that the move would take place the following day.

Mr. Dickie reviewed the quarterly maintenance report. Mr. Heaton stated that by January the District should have a clearer understanding of its budget status. He explained that bus maintenance has been handled by a company in Mesquite, and progress has been slower because three of the buses are still under warranty. Board Member Cobb emphasized that any bus without a working horn should be taken out of service. Mr. Heaton agreed that such concerns must go through the proper channels and said he would need to review all details before further discussion.

- 8. Kevin Murray, Elementary Principal
 - a. School Update
 - i. October 8, 2025 – Fire Prevention Day
 - ii. October 9, 2025 – Report Cards mailed.
 - iii. October 16, 2025 – Parent Teacher Conferences – Students released at 12:20 p.m.
 - iv. October 24, 2025 – Pumpkin Run
 - v. October 31, 2025 @ 8:30 a.m. – Halloween Costume Parade.
 - vi. October 31, 2025 @ 4:30 pm – 8:00 pm – Trunk or Treat.
 - b. Other

Mr. Heaton provided a review of recent events. Board Secretary Hogan noted that Ace Hardware and Tractor Supply generously donated a large number of pumpkins.

- 9. Troy Heaton, Superintendent/Secondary Principal
 - a. School Update.
 - i. October 1, 2025 – World Bully Free Day – wear blue in support
 - ii. October 7, 2025 @ 10:00 a.m. – ASU Presentation for Seniors
 - iii. October 7, 2025 @ 1:35 p.m. Powder Puff Football
 - iv. October 8, 2025 @ 7:00 a.m. – Mohave County Bookmobile
 - v. October 9, 2025 – End of 1st Quarter – progress reports go home with students by October 15th.
 - vi. October 14, 2025 – Sub Zero Science Presentation for all student body.
 - vii. October 16, 2025 – Great Arizona Shake-Out



- viii. October 16, 2025 – Picture Retake Day
 - ix. October 16, 2025 – Mr. T. and broadcasting class fieldtrip to SUU
 - x. October 17, 2025 @ 9:00 a.m. – Utah Tech University Presentation for Seniors
 - xi. October 21, 2025 – Seniors fieldtrip to VVHS for Career Fair
 - xii. October 29, 2025 @ 9:00 a.m. – ASVAB 11th grade posttest interpretation
 - xiii. October 29, 2025 @ 3:30 pm-6:00 pm: Halloween Carnival at Beaver Dam Elementary
- b. Other.

Mr. Heaton reviewed upcoming events, noting that the powder puff game will be rescheduled for the end of the season and will be properly advertised. He also confirmed that parent-teacher conferences are scheduled for October 17th.

Board Member Johnson asked whether the parent-teacher conferences would conflict with the Utah Tech visit, and Mr. Heaton confirmed that there would be no conflict.

- 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 Secretary Hogan made a motion to approve the consent agenda, seconded by Board Member Johnson. The motion passed unanimously.

Board President Fagnan: Yes
Board Secretary Hogan: Yes
Board Member Cobb: Yes
Board Member Johnson: Yes

- 11. Consideration of approval of the September 11, 2025, Regular Governing Board Meeting Minutes.
- 12. Consideration of approval of Vouchers and Stipends:
 - a. LUSD9 Payroll Vouchers: 06/2606 and 07/2607.
 - b. LUSD9 Vouchers: 2653.
 - 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 the following staff resignations, retirements, and terminations:

Name	Position	Effective Date
Trenholm, Kathleen	Elementary Teacher	09/23/2025

- 14. Consideration of approval of the FY 2025/2026 Certified Personnel, Classified Personnel, Substitutes, and Coaching Staff as outlined in the attached list:



Name	Position	Effective Date
Bacalis, David	Substitute Teacher	09/29/2025
Boutchyard, Deborah	School Aide	09/15/2025
Henry, Susan	School Aide	09/15/2025
Searles, Krista	School Aide	09/15/2025

15. Consideration of approval of the revised 2025/2026 Stipend List.
16. Consideration of approval of a revised District Organization Chart.
17. Consideration of approval of the EL/AZELLA Director Job Description.
18. Consideration of approval of donations received by the District per Policy KCD.
 - a. Crown Holdings - \$2,000 for Food Services
 - b. Kroger Inspiring Donations - \$153.73

ACTION ITEMS AND/OR DISCUSSION

19. Consideration of approval of a Proclamation recognizing October 13-17, 2025, as National School Lunch Week.

Board Member Hogan left the meeting at 6:00 p.m.

Board Member Johnson made a motion to approve the Proclamation recognizing October 13-17, 2025, as National School Lunch Week. The motion was seconded by Board President Fagnan and passed unanimously.

**Board President Fagnan: Yes
Board Secretary Hogan: Absent
Board Member Cobb: Yes
Board Member Johnson: Yes**

20. Review and discussion regarding Regulation IJNDB-R: Use of Technology Resources in Instruction.

Mr. Heaton reviewed the current cellphone policy and explained that he had added levels to it. He then outlined the specific changes made. Board Member Cobb stated that the revised policy met his expectations.

21. Consideration of approval of second reading and adoption of Policy Advisory #915-#916.
 - a. Policy GDFA – Support Staff Qualifications and Requirements.
 - b. Policy IKF – Graduation Requirements.

Board Member Johnson made a motion to approve the second reading and adoption of Policy Advisory #915-#916, seconded by Board Member Cobb. The motion passed unanimously.

**Board President Fagnan: Yes
Board Secretary Hogan: Absent**



Board Member Cobb: Yes
Board Member Johnson: Yes

22. Consideration of approval of first reading of Policy Advisory #917-958.
- a. Policy EA – Support Services Goals/Priority Objectives.
 - b. Deleted Policy EBAA – Reporting Hazards/Warning System.
 - c. New Policy EBAB – Hazardous Materials
 - d. Policy EBBB – Accident Reports.
 - e. Policy EBC – Emergencies.
 - f. Deleted Policy EBCD – Weather-Related and Emergency Closings.
 - g. Policy ECA – Security.
 - h. Policy ECAC – Vandalism
 - i. Policy ECB – Building and Grounds Maintenance.
 - j. Deleted Policy ED – Materials and Equipment Management.
 - k. Policy EDB – Maintenance and Control of Materials and Equipment.
 - l. Deleted Policy EDBA – Maintenance and Control of Instructional Materials.
 - m. Policy EDC – Authorized Use of School-Owned Materials and Equipment.
 - n. Policy EE – Transportation Services.
 - o. New Policy EEA – Student Transportation
 - p. Deleted Policy EEAA – Walkers and Riders
 - q. Policy EEAE – Bus Driver Requirements, Training and Responsibilities.
 - r. Deleted Policy EEAEAA – Drug and Alcohol Testing of Transportation Employees.
 - s. Policy EEAEAB – Bus Purchasing and Maintenance
 - t. Deleted Policy EEAEAC – Student Conduct on School Buses.
 - u. Deleted Policy EEAEAF – Special Use of Buses.
 - v. Deleted EEAG – Student Transportation in Private Vehicles
 - w. Policy EEB – Business and Personnel Transportation Services.
 - x. Deleted Policy EEBD – Business Transportation Records and Reports.
 - y. Policy EF – Food Services
 - z. Deleted Policy EFC – Free and Reduced – Price Food Services.
 - aa. New Policy EFD – Pricing and Payment for Food Services.
 - bb. Deleted Policy EFDA – Collection of Money/Food Tickets
 - cc. Deleted Policy EFE – Competitive Food Sales / Vending Machines
 - dd. Deleted Policy EG – Office Services
 - ee. Policy EGAE – Mail and Delivery Services
 - ff. Policy EGAEA – Electronic Mail
 - gg. Policy EGD – Use of Technology in Office Services
 - hh. Policy EHB – Data / Records Retention.
 - ii. Policy FA – Facilities Development Goals/Priority Objectives.
 - jj. Policy FCB – Retirement of Facilities
 - kk. Policy FEA – Educational Specifications for Construction
 - ll. Policy FF – Naming Facilities
 - mm. Policy GBEB – Staff Conduct

Karen Johnson made a motion to approve the first reading of Policy Advisory #917-958, seconded by Board President Fagnan. The motion passed unanimously.

Board President Fagnan: Yes
Board Secretary Hogan: Absent
Board Member Cobb: Yes



Board Member Johnson: Yes

23. Consideration of approval of the Annual Financial Report for FY 2026.

Board Member Cobb made a motion to table the item, seconded by Board Member Johnson. The motion passed unanimously.

**Board President Fagnan: Yes
Board Secretary Hogan: Absent
Board Member Cobb: Yes
Board Member Johnson: Yes**

24. Consideration of approval of the Pay for Performance Plan (301 Classroom Site Funds) for FY 2025-2026.

Board President Fagnan read a letter from Savanna Gonzales expressing concern about leadership hours and the exclusion of parent-teacher conferences from those calculations. It was noted that during the 2024–2025 school year, elementary teachers spent approximately 12 hours beyond their contract hours on parent-teacher conferences.

Board Member Johnson, drawing from her experience as an elementary teacher, noted that these hours often go unpaid. Mr. Heaton clarified that such time is considered part of contract hours and explained that the 301 Committee sets the rules each year. He further explained that 301 funds are Arizona’s method of supplementing teacher salaries, and decisions regarding pay for extra hours are determined by teachers and administration. Teachers can propose changes to the 301 document through the committee. Mrs. Potter advised that she was on the 301 committee for the elementary school and noted they never met. Mr. Heaton said they could table this item to allow the elementary school to meet on the plan. He further noted we would have to wait to pay the \$6600 base salary enhancement until the plan is approved by the Board. There were a couple of elementary teachers in the audience that wanted the board to move forward with approving the plan.

Board Member Johnson added that when she was an elementary teacher they often worked late into the evening for conferences, sometimes until 8:30 p.m., with compensatory time on other days. Mr. Heaton confirmed that while one day is officially scheduled for conferences, teachers may spend up to three additional hours beyond regular contract time.

Board Member Cobb made a motion to approve the Classroom Site Fund Plan, seconded by Board Member Johnson. The motion was approved unanimously.

**Board President Fagnan: Yes
Board Secretary Hogan: Absent
Board Member Cobb: Yes
Board Member Johnson: Yes**

25. Consideration and Direction on the ASBA Bylaw Change Proposal.

Board President Fagnan said he read the background information and has no problem with the changes.

Board Member Johnson made a motion to approve the ASBA Bylaw Change, seconded by Board Member Cobb.



Board President Fagnan: Yes
Board Secretary Hogan: Absent
Board Member Cobb: Yes
Board Member Johnson: Yes

26. Discussion regarding the Governing Board Self Evaluation per Policy BAA.

Mrs. Goessman said this item was to give the Governing Board the instrument for their self-evaluation. She noted the official one will be sent through Google Forms.

27. Discussion regarding the Superintendent Annual Evaluation per Policy CBI.

Mrs. Goessman said this item was to give the Governing Board the instrument for their self-evaluation. She noted the official one will be sent through Google Forms.

28. Discussion regarding the Littlefield Unified School District Tutoring Program.

Board Member Cobb inquired about the availability of a tutoring program. Mr. Heaton explained that the District currently offers an online program, which has only had two students' participants. Previously, there was a county-funded afterschool tutoring program through the 21st Century Grant, but no formal afterschool program is currently in place. Some teachers provide limited afterschool support for students seeking extra help.

Board Member Cobb asked about the possibility of reinstating the grant for tutoring. Mr. Heaton noted that any program would require teachers willing to stay after school and said he could have Mrs. Brown explore the 21st Century Grant options. He also noted that teachers currently leave at 2:45 p.m. each day, which limits afterschool availability. Board Member Cobb mentioned that several high school students had asked him about tutoring options.

29. Suggestions for Future Board Meetings.

INFORMATION ITEMS

30. News articles about the schools.

31. Upcoming Governing Board Conferences:

- a. ASBA-ASA Annual Conference – December 17-19, 2025 – JW Marriott Phoenix Desert Ridge Resort & Spa.

32. Regulations & Exhibits – Policy Advisory #917-958

- a. Regulation EB-R: Environmental and Safety Program
- b. Deleted Regulation EBAA-R: Reporting Hazards/Warning Systems
- c. New Regulation EBAB-R: Reporting Hazards / Warning Systems
- d. Regulation EBBB-R: Accident Reports
- e. New Regulation EBC-R: Emergencies: Response Plans and School Closings.
- f. Deleted Regulation EBCD-R: Weather-Related and Emergency Closings.
- g. Regulation ECA-R: Security
- h. Regulation ECAC-R: Vandalism
- i. Regulation EDB-R: Maintenance and Control of Materials and Equipment



- j. New Regulation EEA-R: Student Transportation
- k. Regulation EEAE-R: Bus Safety Program
- l. Exhibit EEAE-EA: Bus Safety Program
- m. Exhibit EEAE-EB: Bus Safety Program
- n. New Regulation EEAEA-R: Bus Driver Requirements, Training and Responsibilities.
- o. Deleted Regulation EEAEAA-R: Drug and Alcohol Testing of Transportation Employees.
- p. Deleted Exhibit EEAEAA-E: Drug and Alcohol Testing of Transportation Employees.
- q. Deleted Regulation EEAG-R: Student Transportation in Private Vehicles.
- r. Regulation EF-RA: Food Services
- s. New Regulation EF-RB: Food Services
- t. Deleted Regulation EFC-R: Free and Reduced – Price Food Services.
- u. New Regulation EGAEA-R: Electronic Mail.
- v. Regulation EHB-R: Data/Records Retention.

33. School Calendar 2025/2026

34. Next Meeting – November 13, 2025

ADJOURNMENT

Board President Fagnan made a motion to adjourn the meeting, seconded by Board Member Cobb. The motion passed unanimously.

Board President Fagnan: Yes
Board Secretary Hogan: Absent
Board Member Cobb: Yes
Board Member Johnson: Yes

The meeting was adjourned 6:58 p.m.

Mike Fagnan, Governing Board President

Troy Heaton, Superintendent

Respectfully Submitted by:

Sheree Goessman
Human Resources Director