



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9
GOVERNING BOARD MEETING
Administrative Services Site
3490 East Rio Virgin Road
Thursday, June 12, 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 two (2) people in attendance and Board Member Graham and Elementary Principal Kevin Murray were absent from the meeting.

2. ROLL CALL:

Mike Fagnan, Board President
Nichole Frisby, Board Member
Sonny Graham, Board Member
Sean Hogan, 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 June 12, 2025 LUSD9 Board Meeting agenda.

Board Member Hogan made a motion to approve the agenda, seconded by Board Member Frisby. The motion passed unanimously.

**Board Member Fagnan: Yes
Board Member Frisby: Yes**



Board Member Graham: Absent
Board Member Hogan: Yes

SPECIAL ITEMS

5. Election of Governing Board Secretary.

Board President Fagnan made a motion to nominate Board Member Frisby as the Governing Board Secretary, seconded by Board Member Hogan. The motion passed unanimously.

Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Absent
Board Member Hogan: 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.

None.

INFORMATION AND DISCUSSION:

7. Troy Heaton, Superintendent/Secondary Principal
- a. School Update.
 - i. June 2-28, 2025 – Summer School – Elementary & Jr/Sr High School
 - ii. June 2-August 8, 2025 – Summer Food Delivery
 - b. Financial Items
 - i. Budget Update
 - ii. Food Service Financial
 - iii. Student Activity Balance
 - iv. Summer Food Delivery
 - c. Other.

Mr. Heaton reviewed the school update. He noted the maintenance department has been busy cleaning buildings.

Mr. Heaton advised the Board that summer staff will be working 4 ten hour days during the summer.



Mrs. Goessman reviewed the summer food delivery daily counts:

- Monday, June 2nd – 106 meals
- Wednesday, June 4th – 127 meals
- Friday, June 6th – 94 meals
- Monday, June 9th – 119 meals
- Wednesday, June 11th – 118 meals

8. 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 President Fagnan recognized the Eureka Casino for their donation of \$6,000 to our Summer School Program. He also recognized Mesquite Entertainment for their donation of bowling & \$50 food voucher for school district employees' end of Year Banquet.

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

Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Absent
Board Member Hogan: Yes

9. Consideration of approval of the May 8, 2025, Regular Governing Board Meeting Minutes.

10. Consideration of approval of Vouchers and Stipends:
 - a. LUSD9 Payroll Vouchers: 23/2523, 24/2524, 25/2525, and 26/2526.
 - b. LUSD9 Vouchers: 1019, 1020 and 1021.
 - c. Stipends
 - i. Classroom Site Fund Payments

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

11. Consideration of approval of the FY 2024/2025 Classified, Certified, and Substitute Personnel as outlined in the attached list:

Name	Position	Effective Date
Dickie, Edward	Business Manager	06/12/2025
Gutierrez, Jocelyn	Substitute Aide	05/09/2025



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

Name	Position	Effective Date
Castillo, Manuel	Assistant Football Coach	07/01/2025
Dickie, Edward	Business Manager	07/01/2025

13. Consideration of approval of the following staff resignations, retirements, and terminations:

Name	Position	Effective Date
Rauterkus, Jeane	SPED Aide	05/14/2025

14. Consideration of approval of the 2025/2026 Stipend List with Names.
15. Consideration of approval of donations received by the District per Policy KCD.
- a. Rancho Mesquite Casino Inc. (Eureka) - \$6,000 for Summer School.
 - b. Mesquite Entertainment – Bowling & \$50 food voucher for Employee end of Year Banquet.

ACTION ITEMS AND/OR DISCUSSION

16. Consideration of approval of an increase to the paid price for school breakfast and lunch by \$0.10 for school year 2025/2026. Current prices are Breakfast: Student \$2.20 & Adult \$2.70. Lunch: Student \$3.20 & Adult \$4.20. Proposed prices are Breakfast: Student \$2.30 & Adult \$2.80. Lunch: Student \$3.30 & Adult \$4.30.

Board Member Hogan made a motion to approve the increase to the paid price for school meals by \$0.10 for school year 2025/2026, seconded by Board Member Frisby. The motion passed unanimously.

**Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Absent
Board Member Hogan: Yes**

17. Consideration of approval of the renewal of The Trust and The Alliance contracts.

Mr. Heaton said these contracts are renewed annually. He advised The Trust provides insurance to the majority of school across the State of Arizona.

Board Member Hogan made a motion to approve the renewal of The Trust and The Alliance contracts, seconded by Board Member Frisby. The motion passed unanimously.

Board Member Fagnan: Yes



Board Member Frisby: Yes
Board Member Graham: Absent
Board Member Hogan: Yes

18. Consideration and possible approval of performance pay for Mr. Heaton and Mr. Murray for Fiscal Year 2024–2025.

Board President Fagnan noted Mr. Heaton’s performance pay is \$5,000 and Mr. Murray’s performance pay is \$2,500. He said they both have worked hard and he has no problem giving them the performance pay. Board Member Hogan agreed and said they have both gone above and beyond.

Board Member Hogan made a motion to approve the performance pay for Mr. Heaton and Mr. Murray, seconded by Board Member Frisby. The motion passed unanimously.

Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Absent
Board Member Hogan: Yes

19. Consideration and possible approval of the purchase of a 15-passenger van for district-wide use.

Board President Fagnan expressed a desire to table this item. Mr. Heaton noted that approving the purchase does not obligate the district to proceed immediately with the acquisition. However, Board President Fagnan raised concerns approving this now and then showing up and there’s a new van. Board Member Frisby asked if they can approve the van but put some constraints on the approval. Mr. Heaton suggested tabling the item.

Board Member Hogan made a motion to table this item to the October meeting or until the necessary funds have been allocated, seconded by Board Member Frisby. The motion passed unanimously.

Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Absent
Board Member Hogan: Yes

20. Consideration of approval of the proposed budget for the 2025/2026 School Year.

Board President Fagnan made a motion to approve the proposed budget for the 2025/2026 school year, seconded by Board Member Frisby. The motion passed unanimously.

Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Absent
Board Member Hogan: Yes



21. Consideration of second reading and adoption of Policy Advisory #863-#865.
 - a. Policy IHA – Basic Instructional Program
 - b. Policy JLIP – Sex Offender Notification

Board President Fagnan made a motion to approve Policy Advisory #863-#865, seconded by Board Member Hogan. The motion passed unanimously.

**Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Absent
Board Member Hogan: Yes**

22. Consideration of second reading and adoption of Policy Advisory #866-#875.
 - a. Policy CA – Administration Goals/Priority Objectives
 - b. Policy CB – Superintendent
 - c. Policy CBA – Qualifications and Duties of the Superintendent
 - d. Policy CBCA – Delegated Authority
 - e. Policy CBI – Evaluation of Superintendent
 - f. Policy CCB [Delete] – Line and Staff Relations.
 - g. Policy CFD – School Based Management
 - h. Policy CHD – Administration in the Absence of Policy
 - i. Policy CK – Administrative Consultants
 - j. Policy CM – School District Annual Report

Mr. Heaton noted this policy advisory is updated from ASBA.

Board Member Hogan made a motion to approve the second reading and adoption, seconded by Board Member Frisby. The motion passed unanimously.

**Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Absent
Board Member Hogan: Yes**

23. Consideration of first reading of Policy Advisory #876-#905.
 - a. Policy DA – Fiscal Management Goals / Priority Objectives
 - b. Policy DB – Annual Budget
 - c. Policy DBC (Deleted) – Budget Planning, Preparation, and Schedules
 - d. Policy DBF – Budget Hearings and Reviews / Adoption Process
 - e. Policy DBI (Deleted) – Budget Implementation
 - f. Policy DBJ – Budget Transfers
 - g. Policy DD – Funding Proposals, Grants, and Special Projects
 - h. Policy DDA (Deleted) – Funding Sources Outside the School System
 - i. Policy DEC (Deleted) – Funding from Tax Sources
 - j. Policy DFA – Revenues from Investments
 - k. Policy DFB (Deleted) – Revenues from School – Owned Real Estate
 - l. Policy DFD (Deleted) – Gate Receipts and Admissions



- m. Policy DFF (Deleted) – Income from School Sales and Services
- n. Policy DG – Banking Services
- o. Policy DGA (Deleted) – Authorized Signatures
- p. Policy DGD – Credit Cards
- q. Policy DI – Fiscal Accounting and Reporting
- r. Policy DIA (Deleted) – Accounting System
- s. Policy DIB – Types of Funds/Revolving Funds
- t. Policy DIC – Financial Reports and Statements
- u. Policy DICA (Deleted) – Budget Format
- v. Policy DID – Inventories
- w. Policy DIE – Audits/Financial Monitoring
- x. Policy DJ – Purchasing
- y. Policy DJE – Bidding/Purchasing Procedures
- z. Policy DJG – Vendor/Contractor Relations
- aa. Policy DJGA (Deleted) – Sales Calls and Demonstrations
- bb. Policy DK – Payment Procedures
- cc. Policy DKA (Deleted) – Payroll Procedures/Schedules
- dd. Policy DN – School Properties Disposition

Board Member Frisby made a motion to approve the first reading of Policy Advisory #876-#905, seconded by Board President Fagnan. The motion passed unanimously.

Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Absent
Board Member Hogan: Yes

24. Consideration of first reading of Policy Advisory #906-#908.
- a. Policy IJNDB – Use of Technology Resources in Instruction
 - b. Policy JLF – Reporting Child Abuse/Child Protection
 - c. Policy JR – Student Records

Mr. Heaton stated that the district would have more specific information regarding Faraday Bags at the next meeting. Board Member Hogan commented that students generally have no need for cellphones during school hours unless there is an emergency. Mr. Heaton agreed, adding that evidence shows cellphones disrupt the instructional process. He mentioned that a message will be sent out to all parents regarding the policy changes.

Board President Fagnan noted that, in other districts, a common concern among parents is the desire to maintain constant communication with their children. Mr. Heaton responded that, technically, parents would still be able to reach their children if needed.

Board Member Frisby made a motion to approve the first reading of Policy Advisory #906-#908, seconded by Board Member Hogan. The motion passed unanimously.

Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Absent



Board Member Hogan: Yes

25. Suggestions for Future Board Meetings.

Suggested Items:

- Public Hearing and Adoption of FY 2026 LUSD Annual Expenditure Budget
- Advice of Encumbrance Form.
- Preschool Fees
- Bank Accounts and Signers
- Curriculum for the 2025/2026 School Year
- Adoption of Elementary Reading Curriculum
- Qualified Evaluators for the 2025/2026 School Year
- Sole Source Vendor List
- Administrator Authorization Forms designating who has authorization to sign vouchers and pick up warrants from Mohave County School Superintendent's Office.
- Second reading and adoption of Policy Advisory #876-#905
- Second reading and adoption of Policy Advisory #906-#908.

INFORMATION ITEMS

26. News articles about the schools.

27. Upcoming Governing Board Conferences:

- a. ASBA Summer Leadership Institute – June 5-7, 2025, Flagstaff, AZ

28. Notification of Policy Regulations and Exhibits:

- a. Regulation DB-R: Annual Budget: Schedule, Preparation/Planning, Format,, and Posting/Submission.
- b. Regulation DBC-R (Deleted): Budget Planning, Preparation, and Schedules.
- c. Exhibit DD-e: Funding Proposals, Grants, and Special Projects
- d. Regulation DID-R: Inventories
- e. Regulation DIE-R: Audits/Financial Monitoring
- f. Regulation DJE-R: Bidding/Purchasing Procedures
- g. Regulation DJGA-R (Deleted): Sales Calls and Demonstrations
- h. Exhibit DK-EA: Payment Procedures
- i. Exhibit DK-EB: Payment and Payroll Procedures
- j. Exhibit DKA-E (Deleted): Payroll Procedures/Schedules
- k. Regulation IJNDB-R: Use of Technology Resources in Instruction
- l. Regulation JR-R: Student Records

29. School Calendar 2025/2026

30. Next Meeting – July 10, 2025

ADJOURNMENT



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

Board Member Fagnan: Yes

Board Member Frisby: Yes

Board Member Graham: Absent

Board Member Hogan: Yes

The meeting was adjourned at 5:31 p.m.

Mike Fagnan, Governing Board President

Troy Heaton, Superintendent/Secondary Principal

Respectfully Submitted by:

Sheree Goessman
Human Resources Director