



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9
GOVERNING BOARD MEETING
Administrative Services Site
3490 East Rio Virgin Road
Thursday, March 13, 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 Secretary Reyes called the meeting to order at 5:03 p.m. There were six (6) members of the public in attendance and Board President Fagnan was absent from the start of the meeting.

2. ROLL CALL:

Mike Fagnan, Board President
John Reyes, Board Secretary
Nichole Frisby, Board Member
Sonny Graham, Board Member
Sean Hogan, Board Member

Troy Heaton, Superintendent/Secondary Principal
Kevin Murray, Elementary Principal
Spencer Holmes, 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 March 13, 2025 LUSD9 Board Meeting agenda.

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

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



Board Member Hogan: Yes
Board Secretary Reyes: 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.

5. Public Comment.

None.

INFORMATION AND DISCUSSION:

6. Spencer Holmes, Business Manager
- a) Critical Items.
 - b) Budget Update
 - c) Student Activity Balance
 - d) Food Service Financial
 - e) Looking Ahead.

Spencer Holmes noted that he has been in his position for three weeks and acknowledged that it will take time to learn all aspects of the job. He then reviewed the projected student count for the next year, estimating it at 336.5. Mr. Heaton added that while student numbers increased toward the end of the school year, funding is based on the 100-day count, meaning the additional students would not generate extra funding.

Board President Fagnan arrived at 5:09 p.m.

Mr. Holmes also reviewed the Food Services report, mentioning that he is in the process of reconstructing it and has completed the reports for January and February so far.

7. Kevin Murray, Elementary Principal
- a) School Update.
 - i. March 3-7, 2025 – Reading Week & Penny Wars
 - ii. March 10, 2025 – Classroom Talent Show
 - iii. March 11, 2025 – Cookies with Mrs. K
 - iv. March 11, 2025 – PTO Meeting at 3:15 p.m.
 - v. March 17-21, 2025 – Spring Break
 - vi. March 25, 2025 – Dixie Power Dinner
 - vii. March 26 & 27, 2025 – Parent Teacher Conferences (Early Dismissal for Students)
 - viii. March 27, 2025 – DC Trip Parent Meeting (6th Grade)
 - ix. March 18, 2025 – Talent Show at 12:30 p.m.
 - b) Other.



Board Secretary Reyes reminded everyone that the Dixie Power dinner is scheduled for March 25, 2027. He noted that a tent will be set up in the back to accommodate overflow.

- 8. Troy Heaton, Superintendent/Secondary Principal
 - a) School Update.
 - i. March 7, 2025 – Mesquite STEAM Center presenting to Mrs. Okelberry’s 7th period class.
 - ii. March 13, 2025- End of Quarter 3
 - iii. March 14-21, 2025 – Spring Break
 - iv. March 24, 2025 – Parent Teacher Conferences.
 - v. March 24-26, 2025 – AZSci testing
 - vi. March 27, 2025 – ACT Test
 - vii. March 28, 2025 – ACT Make-Up Test
 - viii. March 31, 2025 – AZSci Make-Up Testing
 - b) Other.

Mr. Heaton noted that today marks the end of the third quarter. When school resumes on Monday, March 24th, parent-teacher conferences will take place. He also mentioned that testing will begin in April.

- 9. 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 Graham. The motion passed unanimously.

Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Yes
Board Member Hogan: Yes
Board Secretary Reyes: Yes

- 10. Consideration of approval of the February 13, 2025, Regular Governing Board Meeting Minutes and the February 26, 2025, Governing Board Work Session.
- 11. Consideration of approval of Vouchers and Stipends:
 - a) LUSD9 Payroll Vouchers: 17/2517 and 18/2518.
 - b) LUSD9 Vouchers: 1014 and 1015.
 - c) Stipends

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



12. Consideration of approval of FY 2024/2025 Classified, Certified, and Substitute Personnel per the attached list:

Name	Position	Effective Date
Holmes, Spencer	Business Manager	02/26/2025

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

Name	Position	Effective Date
Dixon, Rebecca	Business Manager	02/14/2025

14. Consideration of approval of revision to the 2024/2025 Stipend List.
15. Consideration of approval of donations received by the District per Policy KCD.
- a) Bonnie Beacham - \$50 donation to Class of 2025.
 - b) Kroger – Smith’s Inspiring Donations - \$98.27

ACTION ITEMS AND/OR DISCUSSION

16. Consideration of approval of allowing Elementary 6th Grade students to go on an overnight trip to Washington, DC.

Jami Reynolds and Salud Martinez presented an educational trip for spring break 2026, which they would like to open up to 6th-12th grade students. Ms. Reynolds said she has organized several similar trips in the past and aim to provide experiences that align with educational objectives. The trip will be 5 days and 4 nights, with one chaperone per 10 students. Meals will be provided, and they will ensure that students are academically eligible and have a good discipline record. Multiple orientations for parents will be held. The cost for students is about \$3,500, and for parents, it is \$3,900. They also have a plan for fundraising.

Board President Fagnan asked how many students they can take, and Ms. Reynolds estimated around 25-30 students.

Board Secretary Reyes mentioned that similar trips were organized for several years through World Strides.

Ms. Reynolds explained that they will offer monthly automatic payments, and parents can fill out a tax donation form. They also plan to fundraise by selling water at softball home games, taking pictures with the eagle, selling poinsettias during the holiday, hosting spaghetti and taco nights, and accepting direct donations. They want to ensure that the students are invested in the trip.

The only expense not covered is transportation to the airport.

Board Secretary Reyes made a motion to approve the Worldstrides trip to Washington, DC, during the Spring of 2026 for grades 6th through 12th. Board Member Frisby seconded



the motion and it passed unanimously.

Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Yes
Board Member Hogan: Yes
Board Secretary Reyes: Yes

17. Consideration of first reading of Policy Advisory #809-818:
- a. Policy A - District Mission and Belief Statement
 - b. Policy AA – School District Legal Status
 - c. Policy ABA – Community Involvement in Education
 - d. Policy ABAA – Parental Involvement
 - e. Policy AC – Nondiscrimination / Equal Opportunity
 - f. Policy ACA – Sexual Harassment
 - g. Policy ACAA – Title IX Sex Discrimination
 - h. Policy AD – Education Philosophy / School District Mission
 - i. Policy GBK – Staff Grievances
 - j. Policy JII – Student Concerns, Complaints, and Grievances

Board Secretary Reyes noted these changes come from recent legislative changes.

Board Member Graham made a motion to approve the first reading to Policy Advisory #809-818 and schedule for a second reading at the next meeting, seconded by Board Secretary Reyes. The motion passed unanimously.

Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Yes
Board Member Hogan: Yes
Board Secretary Reyes: Yes

18. Consideration of approval of the FY 2025/2026 Salary Schedules:

- a. Administrative Salary Schedule
- b. Director Salary Schedule
- c. Certified Salary Schedule
- d. Classified Salary Schedule

Mr. Heaton noted that the salary schedules will remain the same as the current year. However, staff is requesting a step increase for certified staff and a fifty-cent increase for hourly staff.

Board Secretary Reyes made a motion to approve the salary schedules with a step increase for certified staff and a fifty-cent increase for classified staff, seconded by Board Member Graham. The motion passed unanimously.

Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Yes
Board Member Hogan: Yes
Board Secretary Reyes: Yes



19. Consideration of approval of the FY 2025/2026 templates for the Administrative Contract, Director Contract, Certified Teacher Contract, and Classified Notice of Appointment.

Mrs. Goessman noted the contracts have been reviewed by legal counsel and his suggested changes have been made.

Board Member Graham made a motion to approve the contract templates, seconded by Board Member Hogan. The motion passed unanimously.

**Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Yes
Board Member Hogan: Yes
Board Secretary Reyes: Yes**

20. Consideration of approval of the authorized signers List: Spencer Holmes, Sheree Goessman, and Troy Heaton on all accounts with America First Credit Union. Also, removal of all previously approved signers.

Board Member Graham made a motion to approve the authorized signers on all America First Credit Union Accounts and removal of all previously approved signers, seconded by Board Member Hogan. The motion passed unanimously.

**Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Yes
Board Member Hogan: Yes
Board Secretary Reyes: Yes**

21. Suggestions for Future Board Meetings.

Suggested items:

- Approval of the Non-Renewals for Certified & Classified Personnel for FY 2025/2026
- Approval of FY 2025/2026 Certified Personnel Contracts.
- Approval of FY 2025/2026 Classified Personnel Contracts.
- Approval of FY 2025/2026 Administrator & Director Contracts.
- Second Reading of Policies.
- Approval of School Fees for the 2025/2026 School Year.
- Approval of amendment to Lease Agreement with Virgin River Domestic Waste Water Improvement District.
- Approval of FY 2025/2026 Health Insurance items:
 - Approval of health insurance company and insurance rates.
 - Approval of districts monthly contribution for health insurance premiums.

Board Secretary Reyes mentioned that he would like to add a discussion item to the agenda to discuss governance and roles. He emphasized the need to address procedural matters to ensure there is no micromanaging and that individuals are not dictating how others do their jobs during



board meetings.

Board Member Frisby requested an update on food services at the next board meeting.

Mr. Heaton then provided an update on the School Facilities Board (SFB) projects. Board Member Graham expressed his desire for an update on items related to the School Facilities Board during the next meeting.

INFORMATION ITEMS

22. News articles about the schools.
23. Upcoming Governing Board Conferences:
 - a. ASBA The Board-Superintendent Team: Using Board Retreats to Build Team Culture and Collaborative Relationships – March 11, 2025, 5:00 p.m.-6:00 p.m.
 - b. ASBA Virtual Orientation for New School Board Members Part 2 – March 28, 2025, 8:30 a.m.-4:00 p.m.
 - c. MCEC School Board Roles and Responsibilities Training – April 3, 2025, 1:00 p.m. – 5:00 p.m.
 - d. Free R.A.I. Training with Jimmy Hart – April 4, 2025, 10:00 a.m. – 2:00 p.m.
 - e. ASBA From Idea to District Policy: The Long and Winding Road Webinar – May 13, 2025 @ 5:00 p.m.
 - f. ASBA Summer Leadership Institute – June 5-7, 2025, Flagstaff, AZ
24. Notification of Policy Regulations and Exhibits:
 - a. Deleted - Exhibit AA-E: School District Legal Status
 - b. Regulation AC-R: Nondiscrimination / Equal Opportunity
 - c. Exhibit AC-E: Nondiscrimination / Equal Opportunity
 - d. Regulation ACA-R: Sexual Harassment
 - e. Exhibit ACA-E: Sexual Harassment
 - f. Regulation ACAA-R: Title IX Sex Discrimination
25. Baseball & Softball Schedules
26. School Calendar 2024/2025
27. Next Meeting – April 10, 2025

ADJOURNMENT

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

**Board Member Fagnan: Yes
Board Member Frisby: Yes
Board Member Graham: Yes
Board Member Hogan: Yes
Board Secretary Reyes: Yes**

The meeting was adjourned at 5:39 p.m.



Mike Fagnan, Governing Board President

Troy Heaton, Superintendent/Secondary Principal

Respectfully Submitted by:

Sheree Goessman
Human Resources Director