



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9  
GOVERNING BOARD MEETING  
Administrative Services Site  
3490 East Rio Virgin Road  
Thursday, February 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 5:00 p.m. There were two (2) members of the public in attendance and Board President Fagnan was absent from 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  
Sheree Goessman, Human Resources Director

**CEREMONIAL ITEMS**

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

**AGENDA**

4. Consideration of approval of the February 13, 2025 LUSD9 Board Meeting agenda.

Board Member Graham requested item #11 be removed from the consent agenda and discussed after item #16.

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



**Board Member Fagnan: Absent**  
**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. Kevin Murray, Elementary Principal
  - a) School Update.
    - i. February 11, 2025 – Cookies with Mrs. K (5:30 p.m. – 6:30 p.m.)
    - ii. February 12, 2025 – Dental Presentation
    - iii. February 19, 2025 – Walking Taco STEM Night (5:00 p.m.-6:30 p.m.)
  - b) Other.

Kevin Murray provided an overview of recent events. Additionally, during the teacher planning day, webinars were held for two new curriculums planned for next year. AZELLA testing is nearing completion, and tomorrow, staff will be celebrated with a breakfast.

- 7. Troy Heaton, Superintendent/Secondary Principal
  - a) School Update.
    - i. January 27-February 6 – Senior's Selling Valentines Grams.
    - ii. February 12, 2025 – Softball interest meeting (12:00 p.m.)
    - iii. February 13, 2025 – Valentine's Assembly (1:35 p.m.)
    - iv. February 18, 2025 – FAFSA Night for Seniors & Parents (4:00 p.m.)
    - v. February 19, 2025 – National Guard Presentation for Juniors & Seniors
    - vi. February 22, 2025 – Craft Fair (10:00 a.m.-2:00 p.m.)
    - vii. February 26, 2025 – Winter Sports Banquet (5:00 p.m.)
  - b) Elementary Food Service Audit
  - c) Other.

Mr. Heaton provided an overview of recent events.

He advised Mrs. Dixon has been hired as the Business Manager and will begin on the February



18th. Efforts are underway to coordinate some training with Mrs. Brown and Mr. Boyer.

Mr. Heaton noted it was recently discovered that required paperwork for the new auditors had not been submitted, as this responsibility was overlooked.

Four new smart boards have been delivered and funded through Title monies. The elementary school will receive five additional smart boards, and Mrs. Larsen is generously donating two. Three teachers are already utilizing these smart boards, and the recent professional development session included smart board training.

The district is reapplying for the mentor grant and also applying for the fresh fruit grant and kitchen equipment grant.

Additionally, the district has been accepted into the state's "Grow Your Own Teacher" program, allowing Mr. Johnston to certify teachers internally.

Board Member Hogan expressed gratitude to Mrs. Larsen for her donation.

Mrs. Goessman reported that the Elementary kitchen recently completed an audit with ADE and commended Consuelo and Annette for their hard work throughout the process. She also shared that the food service department is currently undergoing a procurement audit. The auditors have received all necessary documents and will follow up if additional information is needed.

- 8. Board Reports.
  - a) Other

Board Secretary Reyes stated that some Board Members and staff attended an informative training on open meeting law with the new county superintendent.

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

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

- 9. Consideration of approval of the January 9, 2025, Regular Governing Board Meeting Minutes.
- 10. Consideration of approval of Vouchers and Stipends:
  - a) LUSD9 Payroll Vouchers: 15/2515 and 16/2516.



- 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.)

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

Name	Position	Effective Date
Beckham, Shayna	Library Aide	01/13/2025
Dixon, Rebecca	Business Manager	02/18/2025

**Board Member Graham made a motion to approve the new hires, seconded by Board Member Frisby. The motion passed unanimously.**

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

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

Name	Position	Effective Date
Felker, Ken	Business Manager	02/05/2025
Langston, Laura	Special Education Teacher	05/22/2025

- 13. Consideration of approval of donations received by the District per Policy KCD.
  - a) Judi Naylor - \$50 Donation to the Wrestling Team.
  - b) James & Patty Banks - \$50 Donation to the Wrestling Team.
  - c) Polly Ann Dahlke - \$50 Donation to the Wrestling Team.
  - d) Jamie Bowlden - \$100 Donation to the Wrestling Team.

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

- 14. Consideration of approval of scheduling a Work Session to discuss Capital Projects.

The Governing Board agreed to hold the Work Session on February 26, 2025, at 4:00 p.m.

- 15. Consideration of approval of the 2025/2026 Master Calendar.

Board Secretary Reyes inquired about the existence of a committee. Mr. Heaton confirmed that a committee, including school secretaries and a few teachers from each site, had been formed. The committee favored a full week off in November while retaining the additional days in January



and April, which required an extension of the school year.

Board Secretary Reyes then asked if contingency days were built into the schedule, to which Mr. Heaton responded that there were none. He suggested that next year, the committee could include a few parents or community members.

**Board Member Frisby made a motion to approve the 2025/2026 Master Calendar, seconded by Board Secretary Reyes. The motion passed unanimously.**

**Board Member Fagnan: Absent**

**Board Member Frisby: Yes**

**Board Member Graham: Yes**

**Board Member Hogan: Yes**

**Board Secretary Reyes: Yes**

16. Discussion and possible action on defining Administrative positions within Littlefield Unified School District that falls under the \$5,000 Liquidated Damages clause.

Board Member Graham stated that in March of last year, the board approved templates for administrative and other contracts, including a provision for liquidated damages. The board then made a motion to approve a contract requiring administrators to include a \$5,000 liquidated damages clause. However, it was later discovered that an administrator's contract did not include this clause. The board was informed that the Business Manager position was classified and not considered an administrative role.

Board Member Frisby asked who is currently under an administrative contract. Board Member Graham noted that the district should have collected \$10,000 in liquidated damages and emphasized the need to clarify this issue with the new Business Manager. Mr. Heaton mentioned that legal counsel advised the board that the Business Manager position is classified rather than administrative. Board Member Graham argued that since the board never approved the removal of the liquidated damages clause, it should have remained in the contract.

Mr. Heaton stated that while the board could choose to include the clause, enforcing it legally would be difficult. Board Secretary Reyes expressed concern about potential legal ramifications and the district's ability to meet audit requirements. He believes the superintendent, principals, and Business Manager should be held to the same standard and that the role's seriousness should be acknowledged. However, he also noted the importance of not deterring candidates.

Board Member Frisby inquired about the original reasoning behind the clause. Board Member Graham explained that after losing the Elementary Principal in November, the clause was intended to hold administrators to a higher standard, similar to teachers. Board Secretary Reyes pointed out that the cost of liquidated damages could help offset hiring expenses.

Board Member Hogan asked if there were alternative incentives, such as bonuses or retention pay that could provide leverage. Mr. Heaton clarified that retention pay, specifically 301 funds, cannot be withheld and that most of it had already been allocated to base salaries. Board Member Graham reiterated that the board approved the liquidated damages clause and that no one had the authority to remove it. Mr. Heaton responded that legal counsel had reaffirmed the



Business Manager's classification as non-administrative and that some responsibilities had been shifted accordingly.

Board Member Hogan expressed frustration over having to enforce such measures and noted that unpaid damages would likely just go to collections. Board Member Graham mentioned that the board does have the ability to waive the clause. Board Secretary Reyes questioned whether this discussion was redundant since the Business Manager already has performance pay.

Board Member Frisby stated that she does not believe the position qualifies as an administrative role. Board Secretary Reyes, however, argued that the Business Manager will inevitably take on administrative duties. Board Member Frisby acknowledged the intent to address the issue proactively but maintained that, based on the current job description; she does not see it as an administrative role. Mr. Heaton added that the position has evolved significantly over time.

Board Member Graham made a motion to define administrative positions as superintendent and building principals, keeping the liquidated damages clause in those contracts. Board Member Hogan seconded the motion, and it was approved unanimously.

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

17. Consideration of approval of a Cooperative Purchasing Agreement with Education Technology Consortium.

Mr. Heaton presented the contract with ETC, noting changes to the terms of the agreement.

**Board Secretary Reyes made a motion to approve the contract, Board Member Graham seconded, and the motion passed unanimously.**

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

18. Consideration of approval of the authorized signers List: Rebecca Dixon, 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 and remove all previously approved signers, seconded by Board Member Hogan. The motion passed unanimously.**

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



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

19. Suggestions for Future Board Meetings.

Board Member Reyes reviewed the upcoming items:

- FY 2025/2026 Salary Schedules
  - Administrative Salary Schedule
  - Director Salary Schedule
  - Certified Salary Schedule
  - Classified Salary Schedule
- FY 2025/2026 templates for the Administrative Contract, Certified Teacher Contract, Director Contract, and Classified Notice of Appointment.
- FY 2025/2026 approval of Health Insurance Company, insurance rates, and district monthly contribution.

Board Secretary Reyes said he would like to bring back a discussion regarding the open meeting law training the County School Superintendent provided. Sonny proposed revisiting whether the board wants to keep informational items on the agenda or move directly to adjournment.

Board Secretary Reyes noted acknowledged the informational items on the agenda.

## **INFORMATION ITEMS**

20. News articles about the schools.

21. Upcoming Governing Board Conferences:

- a. ASBA It's Your Vote: What is Your Decision Making Framework Webinar – February 11, 2025 @ 5:00 p.m.
- b. ASBA From Idea to District Policy: The Long and Winding Road Webinar – May 13, 2025 @ 5:00 p.m.

22. Baseball & Softball Schedule

23. School Calendar 2024/2025

24. Policy Services Alert – January 2025

25. Next Meeting – March 13, 2025

## **ADJOURNMENT**

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



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

The meeting was adjourned at 5:58 p.m.

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John Reyes, Governing Board Secretary

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Troy Heaton, Superintendent/Secondary Principal

Respectfully Submitted by:

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Sheree Goessman  
Human Resources Director