



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9
GOVERNING BOARD MEETING
Administrative Services Site
3490 East Rio Virgin Road
Thursday, January 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 Secretary Reyes called the meeting to order at 5:00 p.m. There were three (3) members of the public in attendance and all Governing Board Members were in attendance. .

2. ROLL CALL:

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

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

CEREMONIAL ITEMS

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

Board Member Fagnan initiated the Pledge of Allegiance.

AGENDA

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

Board Member Fagnan made a motion to approve the 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

SPECIAL ITEMS

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

Board Member Graham made a motion to nominate John Reyes as the Governing Board President. With lack of a second, the motion died.

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

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

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

Board President 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.

6. Public Comment.

None.

INFORMATION AND DISCUSSION:

7. Ken Felker, Business Manager.



- a) Student Activity Balance.
- b) Food Service Financial.
- c) Budget Update
- d) Quarterly Maintenance Report
- e) Student Count Projections for FY 2025/2026.
- f) Other

Mr. Felker presented the department reports for review.

Board President Fagnan inquired about the 2025 senior class, specifically whether they had secured full funding for their senior trip. Mr. Heaton responded that they are still in the process of raising the necessary funds.

8. Kevin Murray, Elementary Principal
 - a) School Update.
 - b) Other.

Mr. Murray reported that Ms. Reynolds and Mrs. Knudson are hosting a basketball skills course every Wednesday.

He also noted that he is currently in the process of hiring a new library aide.

9. Troy Heaton, Superintendent/Secondary Principal
 - a) School Update.
 - i. January 16, 2025 – UNLV Presentation for Seniors.
 - ii. January 24, 2025 – Winter Formal @ 6:00 p.m.
 - iii. January 27-30, 2025 – AZELLA Testing
 - b) Other.

Troy Heaton provided an update on high school activities, noting that the wrestling and basketball seasons are currently underway, with games taking place. He also mentioned that Azella testing is scheduled for January and that the school has welcomed two new students.

Heaton also reviewed updates on various grants:

- **TSI Grant:** Although no longer part of the program, the school will still receive funds this year.
- **COPS Grant:** Awarded \$125,000 to improve the outside doors of the elementary and high school.
- **PD Grant:** Used to fund two mentors.
- **Safety Grant:** Now in its second year, this grant funds two mental health counselors. The school is also applying for an additional mentor grant to retain mentors next year. As part of the safety grant requirements, the grant administrator and both social workers must attend annual training.

10. Board Reports.
 - a) Report by Nichole Frisby regarding the Annual ASBA Conference.



b) Other

Board Member Frisby shared her experience at the ASBA Conference. She noted that ASBA provides an app, which allowed her to access slides from breakout sessions she was unable to attend. She also attended the new board member orientation on December 18th and found it to be very beneficial.

The keynote speaker, Dr. Steve Constantino, author of *Engage Every Family*, shared insights from his tenure as a superintendent. He emphasized that family engagement is the most impactful factor in student success, highlighting the importance of involving families in the classroom.

Board Member Frisby raised some questions regarding a few breakout sessions and met with Mr. Heaton to discuss the progress of the district's three-year strategic plan. She also mentioned that the Arizona Business Education Coalition offers programs for schools, many of which align with the district's needs.

One session focused on aligning efforts from the boardroom to the classroom, including strategic planning and data measurement. She also connected with several vendors and expressed interest in bringing ideas to the table for improving the quality of school meals.

Mr. Heaton encouraged board members to reach out to him if they would like to review the strategic plan.

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: Absent
Board Secretary Reyes: Yes**

11. Consideration of approval of the December 12, 2024, Regular Governing Board Meeting Minutes.
12. Consideration of approval of Vouchers and Stipends:
 - a) LUSD9 Payroll Vouchers: 13/2513 and 14/2514.
 - b) LUSD9 Vouchers: 1010 and 1011.
 - 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
Johnson, Donna	Library Aide	01/09/2025

14. Consideration of approval of the revised Food Program Permanent Service Agreement with the Arizona Department of Education, Health and Nutrition Services.

ACTION ITEMS AND/OR DISCUSSION

15. Consideration of approval of the Governing Board Meeting Dates and Times for the 2025 Calendar Year.

Board Secretary Reyes made a motion to approve the Governing Board Meeting Dates and Times, 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**

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

Board Secretary Reyes noted this is a procedural item that is approved every year.

Board Member Frisby made a motion to approve the intergovernmental agreements with the water users, 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**

17. Consideration of approval of scheduling a Work Session prior to the February 13, 2025, Governing Board Meeting.

Board President Fagnan informed the board that the February work session was rescheduled to the board meeting day, but he will be out of the country from February 9th to 19th. Board Member Hogan emphasized the importance of having all members present at the work session. Mr. Heaton mentioned that some board members had expressed interest in exploring options following the bond not passing. Board Secretary Reyes inquired about the March meeting. The Governing Board agreed to schedule the work session on February 5th.

Board Member Graham made a motion to approve the Work Session for February 5, 2024, at 4:00 p.m. The motion was seconded by Board Secretary Reyes and passed



unanimously.

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

18. Discussion on the Superintendent's communication with the Governing Board concerning District activities.

Board Member Graham explained that he requested this agenda item because the board has not been receiving regular updates on school activities. He emphasized the importance of the board being informed about school happenings at least once a month and reminded the Superintendent of this responsibility, though he clarified that these updates should not occur at the board meetings.

Board Member Frisby asked for clarification on what additional information Board Member Graham was seeking beyond the regular board report. In response, Board Member Graham referred to the board/superintendent communication protocol and the requirements of updating the board.

Board Secretary Reyes suggested that Board Member Graham's concern might stem from wanting to ensure that, in the case of a major incident, the board hears about it directly from the Superintendent rather than through social media. Mr. Heaton acknowledged this concern but noted that, at times, the Governing Board may hear about incidents before he does. He also explained that one issue Board Member Graham had mentioned in an email involved an employee matter, and in such cases, he cannot make announcements because employees have the right to appeal decisions with the Board.

Board Member Frisby stated that the board does not need to be informed about individual employee issues. However, Board Member Graham clarified that the board should be notified about incidents that occur on school property.

Mr. Heaton reminded the board that if something happens on campus, the administration is responsible for addressing it before notifying the board. He further explained that there may be instances where the board hears about situations before he has had the chance to inform them.

19. Discussion and possible action on permitting credit and debit card payments at school events, including athletic games and other activities supporting student body fundraising.

Board President Fagnan noted that accepting credit cards could result in the school district incurring a 3% fee or other charges imposed by credit card companies. Board Member Graham suggested establishing a minimum transaction amount for using credit or debit cards. He also pointed out that the senior class, which manages concessions, currently only accepts cash and enabling credit or debit card payments would make it more convenient for visitors to purchase merchandise.

Mr. Felker acknowledged that there would be some costs associated with implementing this



system. Mr. Heaton added that public funds cannot be used to cover credit or debit card fees. He explained that while the district has the capability to accept card payments, setting it up would require some accounting adjustments and could involve additional costs. Board President Fagnan expressed support for exploring this option further. Mr. Heaton confirmed that the system could be implemented immediately if needed.

Board Member Hogan made a motion to approve the acceptance of credit and debit cards, with the stipulation that consumers cover the associated fees, and to have the program reviewed quarterly by the Governing Board. The motion was seconded by Board Secretary Reyes and passed unanimously.

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

20. Suggestions for Future Board Meetings.

- 2025/2026 Master calendar.
- Revisit Food Services in work session.
- New Library Aide.

INFORMATION ITEMS

21. News articles about the schools.

22. Upcoming Governing Board Conferences:

- a. ASBA What Board Members Can Do Webinar – January 14, 2025 @ 5:00 p.m.
- b. ASBA It's Your Vote: What is Your Decision Making Framework Webinar – February 11, 2025 @ 5:00 p.m.
- c. ASBA From Idea to District Policy: The Long and Winding Road Webinar – May 13, 2025 @ 5:00 p.m.

Board President Reyes inquired about training from the new County School Superintendent. Mr. Heaton responded that he has not yet received an official date.

23. School Calendar 2024/2025

24. 3-Year Strategic Plan

25. Board/Superintendent Communication Protocol

26. Next Meeting – February 13, 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 5:59 p.m.

Michael Fagnan, Board President

Troy Heaton, Superintendent/Secondary Principal

Respectfully Submitted by:

Sheree Goessman
Human Resources Director

DRAFT