



**LITTLEFIELD UNIFIED SCHOOL DISTRICT #9
GOVERNING BOARD TRAINING
Administrative Services Site
3490 East Rio Virgin Road
Thursday, March 12, 2026
4:00 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.

OPEN MEETING LAW TRAINING

Board President Cobb called the meeting to order at 4:00 p.m. There were no people in attendance. Board Member Hogan was absent from the meeting.

Carrie O'Brien, school Attorney, reviewed the following:

1. Quorum and Meetings

- Physical presence is not required to establish a quorum; “walking quorums” and serial communications among board members or via employees are considered violations if deliberation or action occurs outside public meetings.
- A “meeting” occurs when a quorum discusses, proposes, or takes legal action, including electronic communications (emails, texts, and social media).

2. Policy BE – Board Meetings

- All official business must be conducted in properly noticed meetings.
- Public must have reasonable access; executive sessions are exceptions.
- Agenda items must be specific and posted in advance; updates may be summarized but cannot involve deliberation unless properly noticed.

3. Voting and Quorum Rules

- Majority of those present is required to pass a motion.
- Abstentions and recusals do not count as “no” votes.

4. Technology and Communication

- Emails, texts, and other communications about district business may be public records.
- Social media use must avoid giving the appearance of representing the board officially.

5. Call to the Public (Policy BEDH)



- Personal attacks are discouraged; complaints can be raised appropriately.
- Responses by the board must not constitute deliberation outside of public meeting rules.

6. Executive Sessions (A.R.S. §38-341.03(A))

- Eight permissible types, including personnel, confidential records, legal advice, contract negotiations, and school safety.
- Only necessary personnel may attend.
- Discussions, especially regarding legal advice, must remain confidential, and the board—not individuals—controls attorney-client privilege.

7. Other Guidance

- Superintendent and board members must follow OML when communicating and posting updates.
- The **Arizona Attorney General’s handbook** is cited as a key reference for compliance.

Overall, the presentation emphasizes **legal compliance, transparency, and proper handling of communications, public participation, and executive sessions** for school board members.

When speaking about call to the public, Board President Cobb added that if an item is brought up during public comment, the board should request the superintendent to place it on a future agenda. He recommended not responding directly to the public during such discussions.

Mr. Heaton noted a situation where a public complaint was made, and the complainants were dissatisfied with his response following an investigation. Mrs. O’Brien advised that members of the public who come before the board are often frustrated, and personal attacks are discouraged. She suggested that such matters could be addressed in **executive session**. She emphasized that while the board should be careful not to shut down the public, it is appropriate to read policy language at the start of the public comment period and ask attendees to refrain from personal attacks. Mrs. Calton asked whether the board president could inform attendees that they can appeal decisions. Mrs. O’Brien confirmed that the board president may do so at the end of public comment.

The training was adjourned at 4:42 p.m.

Mark Cobb, Governing Board President

Troy Heaton, Superintendent

Respectfully Submitted by:

Sheree Goessman
Human Resources Director

