

**MINUTES**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**BOARD WORKSHOP AND REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**September 7, 2016**

**OPEN SESSION**

**CALL TO ORDER** - President Wheeler called the meeting to order at 4:30 p.m.

**ROLL CALL** - Board members present: Kari Wheeler, Kathryn Sheppard, Dennis Slusser, Pam Sheppard and America Navarro.

Staff present: Doug Kaelin, Superintendent, Minden King, Elementary Principal, Mandy Leahy, H.S. Principal, Pam Ragan, Financial Officer and Donna Cyr, Admin. Asst.

**PLEDGE OF ALLEGIANCE** - The Pledge was recited.

**APPROVAL OF AGENDA**

The Board approved the agenda with modification to Personnel Action Item A – removing Roxie Jones as a Special Circumstance Aide and Item D – adding Approval of Hiring Brian Carr in the Grounds/Bus Position. MSCU (K. Sheppard/Slusser) 5/0

**APPROVAL OF MINUTES**

The Board approved the minutes from the August 3, 2016 as written. MSCU (Navarro/Slusser) 5/0

**BOARD WORKSHOP**

During the Workshop the site principals and Superintendent reviewed their LCAP goals with the Board. The Board also looked at the Board Governance Handbook which will be brought to the next Board meeting for approval.

President Wheeler left the meeting at 5:30 p.m. and Vice President Kathryn Sheppard took over the meeting.

The Board adjourned to closed session at 6:46 p.m.

**CLOSED SESSION**

1. Public Employment Appointment of Personnel as listed under “Personnel Action” below; Pursuant to Government Code Section 54957
2. Classified, Certificated, Classified Confidential, and Management Personnel Discipline, Dismissal and/or Release; Pursuant to Government Code Section 54957
3. Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957
4. Litigation; Pursuant to Government Code Section 54956.9
5. Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)

Closed Session was adjourned at 7:00 p.m.

**OPEN SESSION** – Vice President Sheppard called the meeting to order at 7:00 p.m.

**ROLL CALL** - All Board members were present except Kari Wheeler.

### **ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**

Vice President Sheppard reported no action was taken in Closed Session. She announced the modification to Personnel Action Item A – removing Roxie Jones as a Special Circumstance Aide and Item D – adding Approval of Hiring Brian Carr in the Grounds/Bus Position.

### **STUDENT REPRESENTATIVE REPORT**

- A. ASB – None
- B. FFA – The parents Boosters are hosting a dinner tomorrow night at the high school.
- C. STUDENT RECOGNITION - None

**PARENT ASSOCIATIONS REPORTS** – Joeline Sheppard, PAWS, reported that they passed out 500 Wolverine shirts to staff and students. PAWS is working with the RPA to do more things. PAWS is promoting the “Girls on the Run” 5K event on November 12<sup>th</sup> to promote and inspire girls to be joyful, healthy and confident. Missoula Children’s Theater will be having Rumpelstiltskin tryouts starting Sept. 26<sup>th</sup> and the play will be Sept. 30<sup>th</sup> – October 1<sup>st</sup> for BES & RES. There will be a Fall Carnival on October 20<sup>th</sup>

America Navarro, RPA, they have their new Board members in place. She reminded everyone that the Richvale Spaghetti Feed is November 12<sup>th</sup> from 5:00 pm to 8:00 pm. Richvale will also be involved with the Fall Carnival on October 20<sup>th</sup>.

### **CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) AND BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS** - None

### **PUBLIC COMMENT**

Shannan Carr and Robyn Solansky spoke to the Board about focusing on technology and feels the District is falling behind. Mr. Kaelin assured them that the District is doing everything possible to keep up with technology. We are bringing in fiber optic lines for faster internet which should be up and running within a year, we have all new computers in all the school computer labs, Google classroom is be used and we are doing everything we can to bring Biggs into the 21<sup>st</sup> century.

### **PUBLIC HEARING**

To allow public input on the Resolution regarding Sufficiency of Instructional Materials for 2016/2017

The hearing for the Resolution regarding Sufficiency of Instructional Materials was opened at 7:18 p.m. There was no public comment. The hearing closed at 7:19 p.m.

### **REPORTS**

#### M/O/T AND FOOD SERVICE REPORT:

Mr. Kaelin gave the report:

- Mr. Kaelin said everything is moving forward with the Football bleachers and press box but we are looking at three levels of inspections and that the process is moving as fast as it can. We’ve removed the old bleachers, a

State Architect has to come out to inspect the concrete pad to determine if it was damaged in the fire. Engineers will need to inspect the plans for the new bleachers/stadium.

- The football stadium lights should be installed by October 1<sup>st</sup> – this process took two years to complete.
- Inspectors were out to look at the internet lines at Richvale, the High School and at Biggs Elementary.

#### ELEMENTARY SCHOOL PRINCIPAL'S REPORT:

Principal King gave the report:

- There are many positive changes including our new ELA/ELD curriculum. The teachers used their first collaboration day to do a lesson study in Benchmark advance curriculum and Study Synch.
- Observing the implementation of these programs with every teacher to help facilitate a smooth transition into these programs.
- They had their first paraprofessional training which centered around school wide reading strategy – Reciprocal Reading.
- Howard Glasser the creator of the Nurtured Heart Approach will be speaking here at Biggs tomorrow from 3:30 – 4:30.

#### HIGH SCHOOL PRINCIPAL'S REPORT:

Principal Leahy gave the report:

- Enrollment is at 185
- Athlete's Committed Code Nights were held with team members, parents and coaches.
- During their Professional Development the teachers went over the LCAP goals, attendance, detention and CAASPP data
- ASB is doing a Lasagna dinner fundraiser at Back to School Night on 9/15 from 5:30 – 7:30 pm
- Scholarship Night is scheduled for 9/20 at 7:0 pm

#### SUPERINTENDENT'S & CDS REPORT:

Superintendent Kaelin gave the report:

- There are five students in CDS and everything is going well.
- John Strattard is in a two day training on the cafeteria program.
- The new Ag barn will be completed in November
- The high school shop has been re-wired
- The marquees are here and hope to have them installed soon.
- Enrollment is up in the District

#### BOARD MEMBER REPORTS:

Board member Kathryn Sheppard said she received a lot of compliments about our students at the Fair. We had the highest number of animals at the Fair.

Pam Ragan reviewed the Unaudited Actuals Report and PowerPoint presentation. She summarized the report and there were no questions from the Board. (See attached PowerPoint presentation)

#### **CONSENT AGENDA**

The Board approved Consent Agenda Items A - B. MSCU (P. Sheppard/Slusser) 4/0

- Inter-district Agreement Request(s) for the 2016 – 2017 school year
- Approve Purchase Orders and Vendor Warrants

#### **9. ACTION ITEMS**

The Board approved Action Items A - F. MSCU (Slusser/Navarro) 4/0

- A. Approve SB 858 ending balance justification for 2016-17 Budget
- B. Adopt Resolution 2016/2017 #1 – Adopt the “Gann” Limit for Fiscal Year 2016/17
- C. Adopt Resolution 2016/2017 #2 – Resolution Regarding Sufficiency of Instructional Materials as they relate to the Instructional Materials Funding Realignment Program (IMFRP)
- D. Adopt Resolution 2016/2017 #3 Regarding Reduction in Work Force – 4 hour Special Circumstances Aide
- E. Approve Surplus of Wood Shop items: Wood Lath Powermatic Inventory #0016; Band Saw #0008; Radial Arm Saw #0009 and Drill Press Rockwell #0007. All the items are in poor working condition and would be cost prohibited to repair.
- F. Approve High School and 7<sup>th</sup> & 8<sup>th</sup> grade overnight trip to North Valley Youth Development Summit at Richardson Springs in Chico on Oct. 5<sup>th</sup> & 6<sup>th</sup> (Friday Night Live)

The Board approved Action Items G. MSCU (Slusser/P. Sheppard) 4/0

- G. Approve Unaudited Actuals for 2015/2016

The Board approved Action Items H. MSCU (Navarro/Slusser) 4/0

- H. Approve three Six (6) hour Special Circumstance Instructional Aide positions at BES

#### **PERSONNEL ACTION**

The Board approved Personnel Action Items A - D. MSCU (Slusser/P. Sheppard) 4/0

- A. Approve Hiring of David Diaz, ~~Roxie Jones~~ and Katie Cyr as Special Circumstance Aides at Biggs Elementary
- B. Approve Hiring of Sandy Lattemore, Daniela Shelton, Stephanie Garcia, Nicole Deniz as Substitute Instructional Aides
- C. Approve Hiring of Timothy Freer as a Substitute Custodian
- D. *Approve Hiring of Brian Carr as Grounds/Bus Driver Position*

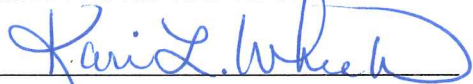
#### **INFORMATION ITEMS –**

- A. Investment Treasurer’s Report for July 31, 2016 from Butte County Treasurer – Standard item from Butte County on County investments.
- B. LCAP Update – Butte County has approved our LCAP.

#### **FUTURE ITEMS FOR DISCUSSION - None**

**ADJOURNMENT** - The meeting was adjourned at 7:46 pm

MINUTES APPROVED AND ADOPTED:



Presiding President

10-5-16

Date

Distribution: Board of Trustees, Superintendent, Elementary School Principal, Financial Officer/Administrative Advisor, BUTA and CSEA Presidents, Student Representative, Student Government Class, Gridley Herald, District Office and Schools for Posting, and Official Record.



# BIGGS UNIFIED SCHOOL DISTRICT

UNAUDITED ACTUALS  
2015/2016



# 15-16 UNAUDITED ACTUALS

## ► Unrestricted General Fund Ending Balance

15/16 Actual Ending Balance - \$1,173,871  
15/16 Estimated Ending Balance - \$ 897,028

### Revenues down by - (\$147,873)\*

RL Sources (8000) - ( 27,049)  
Federal Revenues (8100-8200) - ( 762) (Migrant Ed)  
Other State Rev (8500) - (119,648) (C-Pathway Grant Chico, CTE)  
Other Local (8600) - ( 414) (Walnuts, Interest & Pool)  
Other Transfer (8700) - 0

### Expenditures down by - \$498,239\*

Salary & Benefits - (103,098) (Salaries & Benefit savings)  
Materials & Supplies (4000) - ( 30,173) (Materials)  
Other (5000 & 6000) - (364,968) (Other Services & FB Lights)

### Contrib & Transfers in up - \$73,523\*

Cafeteria - Increase 66,311 (Cash balance per County)  
Special Education - Decrease ( 4,955)  
Indirect Cost - Decrease 12,167

\*(As compared to EA in 16/17 Original)



# 15-16 Unaudited Actuals

## Other Restricted Fund Balances as of 6/30/16

Fund 13	Cafeteria	\$ 72,289**
Fund 14	D.M.	\$ 0
Fund 17	Special DEU	\$ 587,688*
Fund 20	Special PEB	\$ 489,338*
Fund 25	Capital Facilities	\$ 361,116
Fund 73	Scholarship	\$ 219,877

\* Locally restricted by Board

\*\* Balance from GF Transfer





# 2015/2016 GASB 54 General Fund

## General Fund

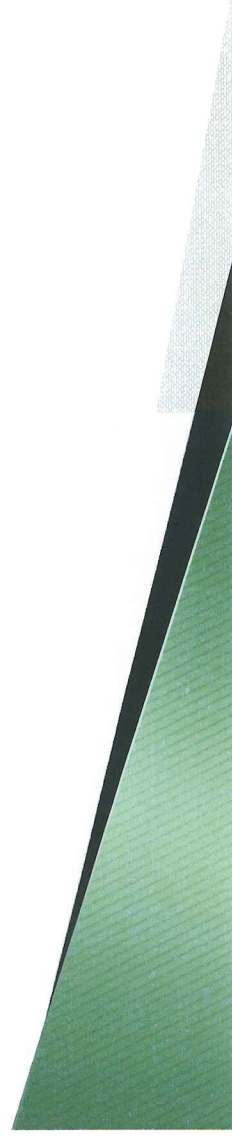
Nonspendable	\$ 2,000	- Revolving Fund
Restricted	109,696	- Prop 39, Ed Effct, Res Lottery
Assigned	1,042,338	- Fund 01 & 20
Unassigned:		
DEU	587,688	- Fund 17
Other	<u>618,871</u>	- Fund 01 Unassigned
	2,358,593	

Total Fund Balance \$ **2,250,897**  
Includes unassigned and assigned ending balances from Funds 01, 17 & 20



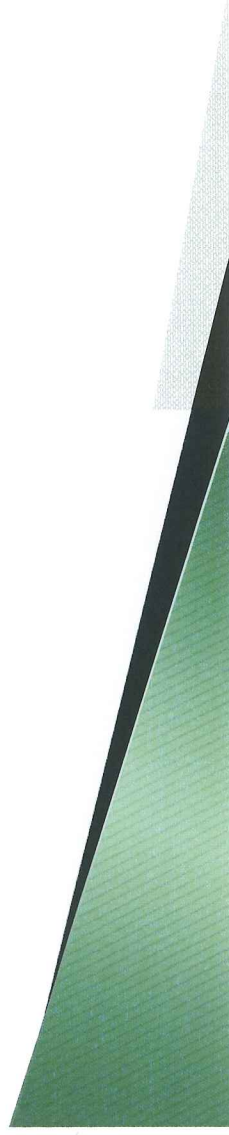
# 16-17 Budget

- ✓ **COLA:**  
COLAs are no longer used as a factor in determining school funding due to the newly adopted Local Control Funding Formula (LCFF) that replaces Revenue Limit funding. The GAP rate will determine the increase in revenue until the target funding is reached.
  
- ✓ **ADA:**  
The P2 ADA for 15/16 was 567.94.  
The 16/17 budget assumed ADA of 578.06 based on P2 ADA and an increase in enrollment at BHS with moving forward the larger 8<sup>th</sup> grade class.
  
- ✓ **LCFF:**  
The LCFF GAP calculation for Biggs at 16/17 Original Budget was projected to increase total revenue by \$211,523.



# 16-17 Budget

- ▶ 16/17 Projected Unrestricted General Fund Balance is \$712,684 as adjusted with 15/16 ending balance. This amount is before audit adjustments and assignments
- ▶ Estimated change in fund balance from 15/16 to 16/17 is - (\$461,187).
- ▶ Assumed increase in ADA at 16/17 Original Budget will be updated at First Interim.
- ▶ NSS was restored for 3 years. The sunset date on the current law is June 30, 2017.



# High School NSS Funding Projections over 5 Years

		<u>School Year</u>				
		14/15	15/16	16/17	17/18	18/19

Enrollment	147	168	190	220	218
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Estimated Tier Increase 16/17 + 128,540 effective 16/17 (Requires 93% attendance rate)

Possible to move up another tier in 17/18 if NSS is restored.

Current tier of funding is based on 11 Certificated FTE and minimum 143.49 ADA = \$1,538,618. Based on student numbers, we could increase a tier of funding in 16/17 equal to \$128,540. The requirement for this tier is 12 FTE and 171.49 ADA.

16/17 Staff	12.00	Teachers
	1.00	Counselor
	1.00	Principal
	14.00	*FTE

\*Any fraction beyond a whole number rounds up. Example: 12.1 FTE = 13



# Summary

- ▶ The District deficit spent in 15/16 and decreased the unrestricted ending fund balance by (\$281,811).
- ▶ The deficits were made up of the transfers out of the General Fund.
- ▶ LCFF has increased state aide revenue, NSS funding has been authorized for 3 years, but sunsets June 30,2017.
- ▶ Increase in PERS and STRS rates will impact the budget in future years. Other negative factors that will effect the budget are loss of Prop 30 and NSS funding.

