

Minutes
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 14, 2021

OPEN SESSION

CALL TO ORDER – President Phillips called the meeting to order at 6:30 p.m.

ROLL CALL - Board members present: Kathryn Sheppard, America Navarro, Jonna Phillips, Dennis Slusser and Linda Brown.

PLEDGE OF ALLEGIANCE – President Phillips lead the Pledge of Allegiance.

APPROVAL OF AGENDA

The Board approved the agenda with no changes or additions. MSCU (Navarro/Brown) 5/0

APPROVAL OF MINUTES

The Board approved the minutes from the November 3, 2021 regular Board meeting as written. MSCU (Slusser/Navarro) 5/0

The Board adjourned into Closed Session at 6:32 pm

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. **Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)**
5. **Litigation; Pursuant to Government Code Sections 54956.9**

Closed Session was adjourned at 7:16 pm and reconvened to Open Session.

Staff Present: Doug Kaelin, Superintendent; Lorelle Mudd, CBO and Donna Cyr, Admin. Assist. & HR Director

ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Phillips announced no action was taken during Closed Session.

ACTION ITEM - ANNUAL ORGANIZATIONAL MEETING

A. ELECTION OF OFFICERS

1. *President* – Jonna Phillips

Kathryn Sheppard nominated Jonna Phillips. There were no other nominations. MSCU (Sheppard/Slusser) 5/0

2. *Vice President* – Linda Brown

America Navarro nominated Linda Brown. There were no other nominations. MSCU (Navarro/Slusser) 5/0

Clerk – America Navarro

Dennis Slusser nominated America Navarro. There were no other nominations. MSCU (Slusser/Sheppard) 5/0

3. Establishment of Regular Meetings

The Board will keep the meeting time and place the same for 2022. The Board will meet the first Wednesday every month unless there is a holiday. There will only be a second meeting on the third Wednesday each month when necessary. The meeting time remains at 7:00 p.m. MSCU (Sheppard/Slusser) 5/0

The Board approved the January meeting for January 12, 2022 at the usual time. MSCU (Phillips/Sheppard) 5/0

4. Selection of Board of Trustees Representatives

Dennis Slusser motioned that all Representatives remain the same. MSCU (Slusser/Sheppard) 5/0

- a) Representative to City Council – Linda Brown
- b) Representative to LCAP Committee – Jonna Phillips
- c) Representative to Biggs/Richvale Educational Foundation – America Navarro
- d) Representatives to Negotiation Teams: Biggs Unified Teachers Association (BUTA) and California School Employees Association (CSEA) - Dennis Slusser to serve as BUTA rep. and Kathryn Sheppard will be serving with CSEA. Jonna Phillips will be the alternate for BUTA and CSEA.

5. Secretary to the Board – Doug Kaelin, Superintendent

Kathryn Sheppard nominated Doug Kaelin. There were no other nominations. MSCU (Sheppard/Brown) 5/0

PARENT ASSOCIATIONS REPORTS – Jonna Phillips let everyone know that there will be a BES Staff luncheon on Thursday, December 16 from 10:30 am – 1:00 pm. The Richvale Holiday program will be Dec. 16th at 6:00 pm and Biggs Holiday program will be Monday, December 20th at 6:00 pm.

CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS - No report for CSEA or BUTA.

PUBLIC COMMENT – No Public Comments

REPORTS:

ELEMENTARY SCHOOL PRINCIPAL'S REPORT:

Superintendent Kaelin gave the report:

- Mr. Kaelin again mentioned the RES Holiday program is Thursday, Dec. 16th and BES's Holiday program will be Monday, Dec. 20th.
- There will be a Community Pancake Breakfast on Monday, January 10th from 8a – 11 am in the BES cafeteria.
- Principal Ulrich is doing walk through evaluation
- The student teacher that was going to start at RES has cancelled.
- A new additional teacher was hired for Richvale. She will be teaching 1st & 2nd grade. Staff is prepping her new room. RPA is working with the new teacher on her new room wish list.

HIGH SCHOOL PRINCIPAL'S REPORT:

Superintendent Kaelin gave the report:

- ASB – Katia Silva is running a toy drive in conjunction with ASB and has received many toys. They are currently planning basketball homecoming. The Secret Santa gift exchange is underway.

- FFA – a canned food drive is running through the end of December. The items will be donated to a local church. Students are working on getting animals for the Silver Dollar Fair. CDE and LDE teams are ready for the Field Day season.
- We are excited to announce that we will be fielding an Academic Decathlon team and a Mock Trial team competing at the County level. We are filling rosters now.
- Girls and Boys basketball are both in full swing with tournaments and games. League play will start after break.
- Our wrestling team has been competing in tournaments.
- Next Tuesday there will be a rally honoring honor roll and perfect attendance.

M/O/T/, FOOD SERVICE and SUPERINTENDENT'S REPORT:

Superintendent Kaelin gave the report:

- Everyone is working hard due to being short staffed with bus drivers / custodians.
- Food Service applied for a grant for the cafeteria
- Busy with reports
- UVL workshop was well attended by teachers. The County hired a UVL coach. This will be a three year position
- Discussed the letter from the County to the Governor regarding vaccines. Discussed the content and gave direction.

FINANCIAL REPORT:

1. First Interim Budget
Mrs. Mudd gave the First Interim budget report and went over the PowerPoint presentation. She explained the concerns regarding declining enrollment. All questions from the Board were answered. (PowerPoint Presentation is attached)

BOARD MEMBER REPORTS: Nothing from the Board

CONSENT AGENDA

The Board approved the Consent Agenda Item A. MSCU (Brown/Navarro) 5/0

- A. Approve Inter-district Agreement Request(s) for the 2021-2022 school year

ACTION ITEMS

The Board approved Action Items A - D. MSCU (Sheppard/Slusser) 5/0

- A. Approve First Interim Budget
- B. Adopt Resolution 2021/22 #05 Notice of Withdrawal from North Valley Schools Insurance Group (NVSIG)
The Superintendent recommends approval.
- C. Approve Certificated Substitute Salary Schedule & Extra Duty Pay effective January 1, 2022
- D. Approve Educators Effective Block Grant Plan

PERSONNEL ACTION

The Board approved Personnel Action Items A - D. MSCU (Navarro/Brown) 5/0

- A. Approve hiring Kameron Smith as walk-on coach for basketball for the 2021/2022 season
- B. Approve hiring Aimee Feist as Sub. Teacher for 2021/2022 school year
- C. Approve hiring Megan Duarte as a multi subject teacher effective 01/11/2022

D. Approve hiring Brian Williams as Varsity Baseball Coach for the 2021/2022 season.

INFORMATION ITEMS – Jonna Phillips mentioned that at the PAWS meeting Shady Creek was discussed. There was discussion on the price of going and the short period to raise the funds.

FUTURE ITEMS FOR DISCUSSION - Nothing reported.

BOARD ADJOUNED TO CLOSE SESSION – 8:29 pm

BOARD RETURNED FROM CLOSED SESSION – 8:35 pm

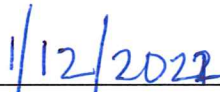
ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Phillips announced no action was taken during Closed Session.

ADJOURNMENT - The meeting was adjourned at 8:35 pm

MINUTES APPROVED AND ADOPTED:



Presiding President



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.



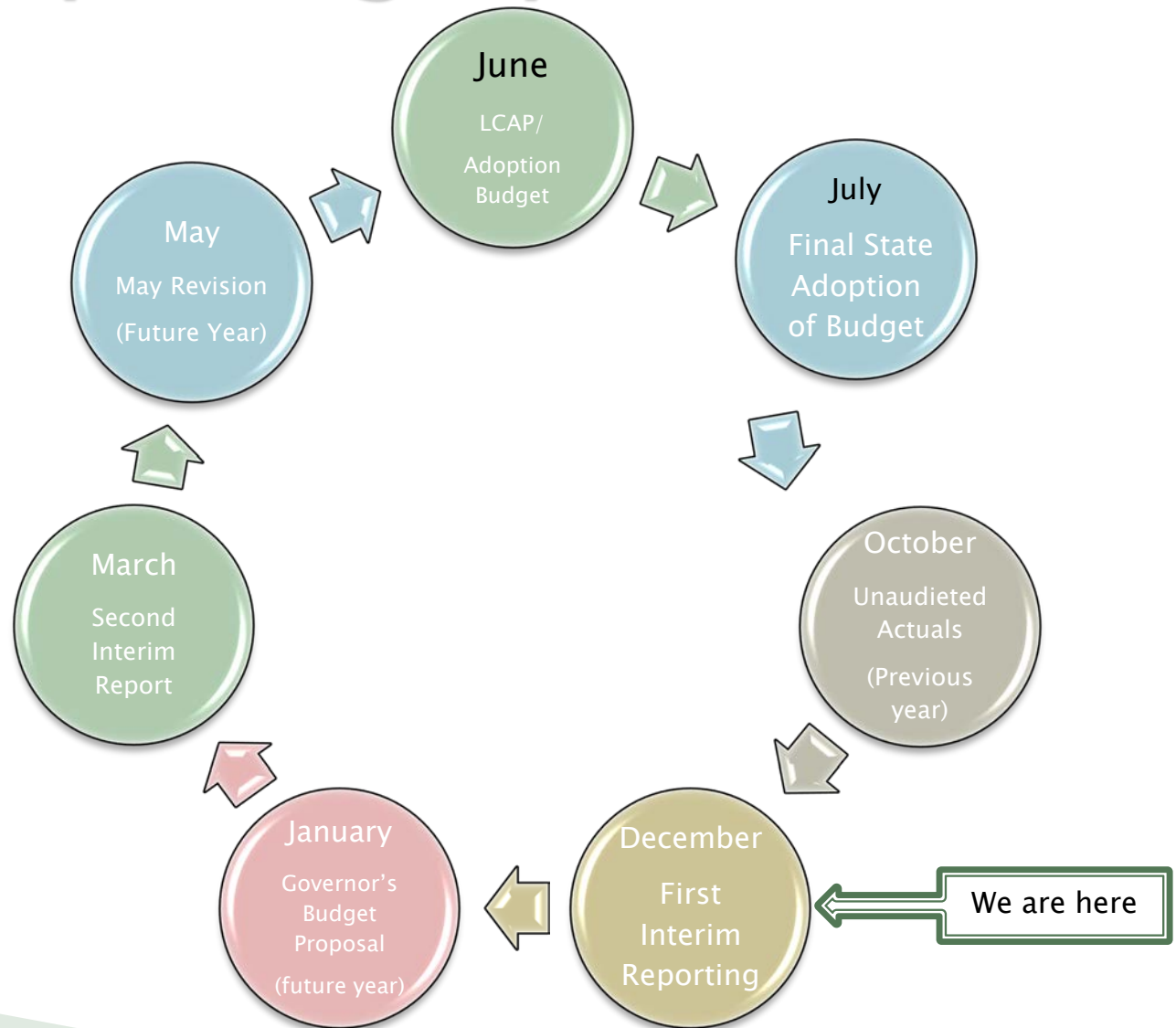
BIGGS UNIFIED SCHOOL DISTRICT

2021-2022

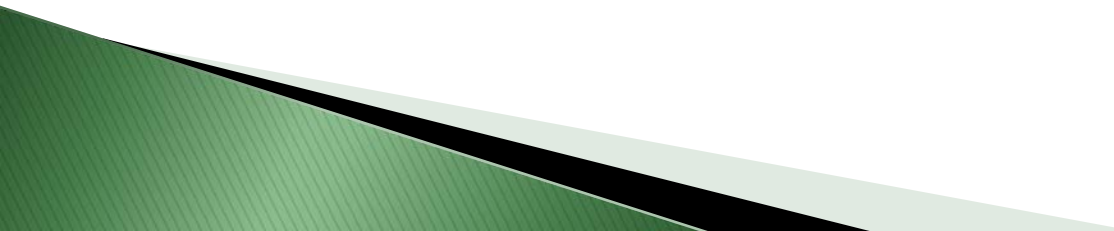
1st Interim Budget

December 14, 2021

Budget Reporting Cycle



Budget Overview

- School districts are required to file an Original Budget and two interim budgets during each fiscal year. The interim budgets report on the status of the District's financial health.
 - The first interim reports are for activity from July 1 to October 31.
 - These reports must include a certification of whether or not the District is able to meet its financial obligations and has sufficient cash to pay District payroll and vendors for supplies and services.
 - A positive certification is assigned when the District can meet its financial obligations for the current and two subsequent fiscal years and has sufficient cash to pay District payroll and vendors for a 3-year period.
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General Fund Summary

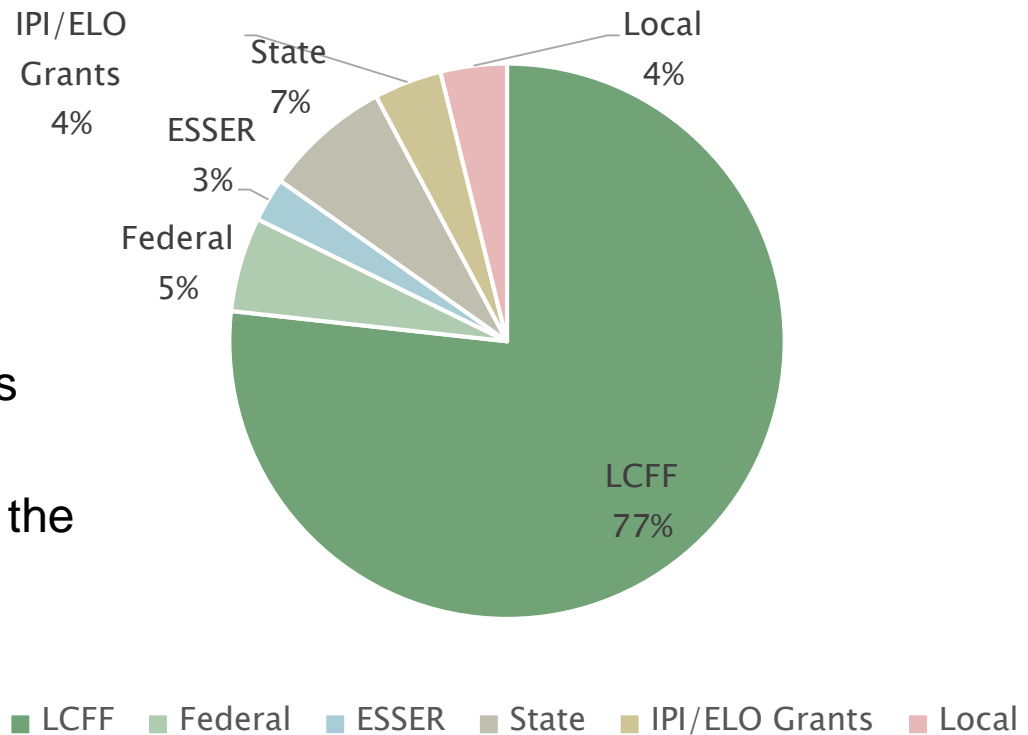
- The District's State funding is based upon January Budget and projections from the Department of Finance.
- State Funding is calculated using the LCFF (Local Control Funding Formula). The LCFF formula considers;
 - Grade span-specific base grants based on District ADA (Average Daily Attendance)
 - COLA Adjustments (Cost of Living Adjustments)
 - Grants for necessary small schools
 - Supplemental grants based on the district's unduplicated percentage of English Learners, income eligibility for free or reduced price meals, and foster youth pupils
 - Concentration Grants equal to 50% of the adjusted base grants multiplied by an LEA's percentage of unduplicated pupils above 65%
- The District's current "positive" budget certification is based upon:
 - Projected growth in LCFF revenue from the Department of Finance Assumptions
 - The District will need to plan for the projected decreases in LCFF revenue and increased costs related to future COLA adjustments, Salary and Benefit increases and decreasing ADA.
 - Multi-year projections

Budget Assumptions

- LCFF Revenue
 - 5.07% COLA ADA for 21–22
 - 2.48% COLA ADA for 22–23
 - 3.11% COLA ADA for 23–24
 - Deficit factor of 0.00%
- ADA 562.70 based on prior year guarantee
- 16.92% STRS Employer Rate
- 22.91% PERS Employer Rate
- Unemployment Insurance Rate increase from .05% to .50%.
- All salary negotiations are settled and included in report.
- One time Federal and State grants are excluded from MYP
- Special Education Billback total increased by \$98,229 and contributed to the increased contribution from the general fund of \$152K.
- Bleacher loan payments will be expended from the general fund. A total of \$116K per year.

Projected Revenues

Category	Unrestricted	Restricted	Total
LCFF	6,453,288	0	6,453,288
Federal*	0	4,331,832	4,331,832
State**	107,332	788,755	896,087
Local	118,100	182,209	300,309
Total	\$6,678,720	\$5,302,796	\$11,981,516



Per Pupil Revenues=\$22,492

*Federal Includes ESSER Dollars

** State includes IPI and ELO Grants

Unrestricted vs. Restricted

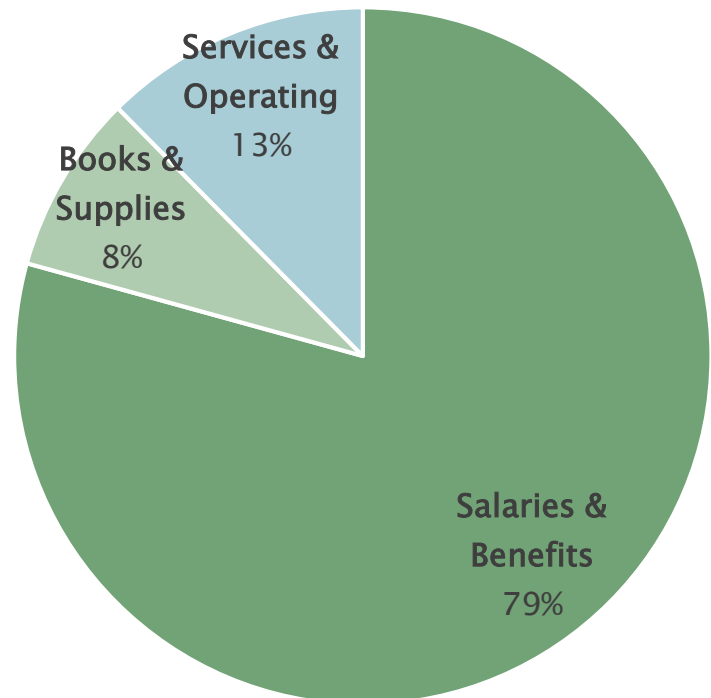
Restricted funds are controlled by the government and how they can be expended.

Projected Expenditures

Category	Unrestricted	Restricted	Total
Salaries and Benefits	4,899,576	1,787,798	6,687,374
Books and Supplies	259,550	2,280,215	2,539,765
Services and Operating	907,362	1,063,625	1,970,987
Capital Outlay	0	416,446	416,446
Total	\$6,066,488	\$5,548,084	\$11,614,572

Per Pupil Expenditures = \$20,641

Expenditures include offsets to ESSER and Grant Revenues



Multi Year Projection (MYP) Assumptions

- 2022-2023
 - 2.48% COLA
 - 518.45 Funded ADA
 - 19.10% STRS
 - 26.10% PERS
- 2023-2024
 - 3.11% COLA
 - 520.20 Funded ADA
 - 19.10% STRS
 - 27.10% PERS
- Step/Column advancement
- Budgeted carryover and one-time funds have been removed
- One-time revenues have been removed
- ADA is forecasted at 91.5% attendance

Assumptions are made in accordance with School Services of California Dartboard, a widely accepted projection data sheet.

Enrollment

- ▶ Enrollment was projected using a 3-year average cohort survival rate.
- ▶ There has been a general decline over the past few years in enrollment with our current 8th and 11th grades far below average.
- ▶ While we have little control over enrollment, to maintain our revenue the District needs to continue to focus on attendance. Reaching 95% attendance can increase our revenue almost \$50K per year.

Grade	21 / 22	22 / 23	23 / 24
TK	8	8	8
K	44	41	42
1	43	47	42
2	42	43	46
3	43	39	42
4	43	44	37
5	44	42	43
6	44	43	40
7	52	42	41
8	35	47	39
9	40	32	44
10	48	35	29
11	37	48	34
12	52	36	46
Total	575	547	533

NSS Funding Tier for BHS

Grade	21/22	22/23	23/24
9	40	32	44
10	48	35	29
11	37	48	34
12	52	36	46
Total	177	151	153
ADA	178.87	161.04	162.76

Continued enrollment and attendance trends will put BHS on a lower funding tier as soon as next year. According to projections, will be on a significantly lower tier by 23/24 resulting in a loss in revenue of \$133K.

ADA	LCFF Revenue
20-38	\$724,405
39-57	\$857,450
58-71	\$990,495
72-86	\$1,123,540
87-100	\$1,256,585
101-114	\$1,389,630
115-129	\$1,522,675
130-143	\$1,655,720
144-171	\$1,788,765**
172-210	\$1,921,810*
211-248	\$2,054,855
249-286	\$2,187,900

*21/22 Funding Tier

** Projected tier 23/24

Multi-Year Projections

Ed Code requires that all budget presentations include current year plus the two out years. Districts who are able to show that they can meet financial obligations for all three years are certified as Positive.

	21/22	22/23	23/24
Revenues	11,981,517	7,481,114	7,658,068
Expenditures	12,279,340	8,290,307	8,420,500
Excess (Deficiency)	-297,823	-809,193	-762,432
Beg. Fund Balance	2,538,501	2,240,678	1,431,485
EFB	2,240,678	1,431,485	669,053
Components of EFB/Restricted	77,711	125,008	125,592
Components of EFB/Neg Restricted EFB		0	0
Reserve Percentage	17.61%	15.76%	6.45%

Deficit spending is occurring in the current year and two out years. Deficit spending occurs when the expenditures exceed the revenues.

Required Reserve for 23/24 - \$336,820 – POSITIVE Certification
Board Policy of 8% for 23/24 - \$673,640

The 22/23 'Cliff'

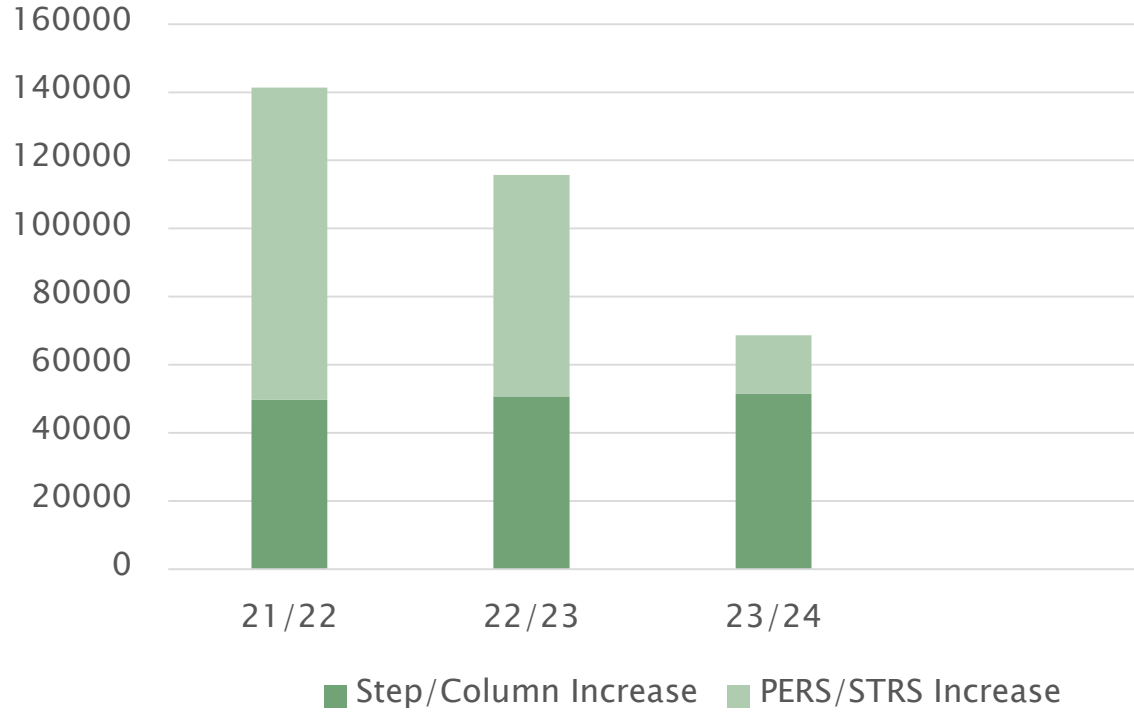
	21/22	22/23	23/24
LCFF Revenues	6,453,288	6,067,476	6,238,130
Funded ADA	*562.7	**518.48	520.20
Projected ADA	515.99	506.17	493.49

*Hold Harmless (state allowing districts to use the higher of the previous year or current year in LCFF calculations) at 19/20 ADA and looks at K-8 and NSS separately.

** the "Cliff" - Higher of previous or current year
Equates to \$385,812 decrease in LCFF funding

The significant decrease in LCFF funding expected in 22/23 is due to the 'hold harmless' factor which will no longer apply in the out years.

Employee Costs



	20/21	21/22	22/23	23/24
STRS	16.15%	16.92%	19.10%	19.10%
PERS	20.70%	22.91%	26.10%	27.10%

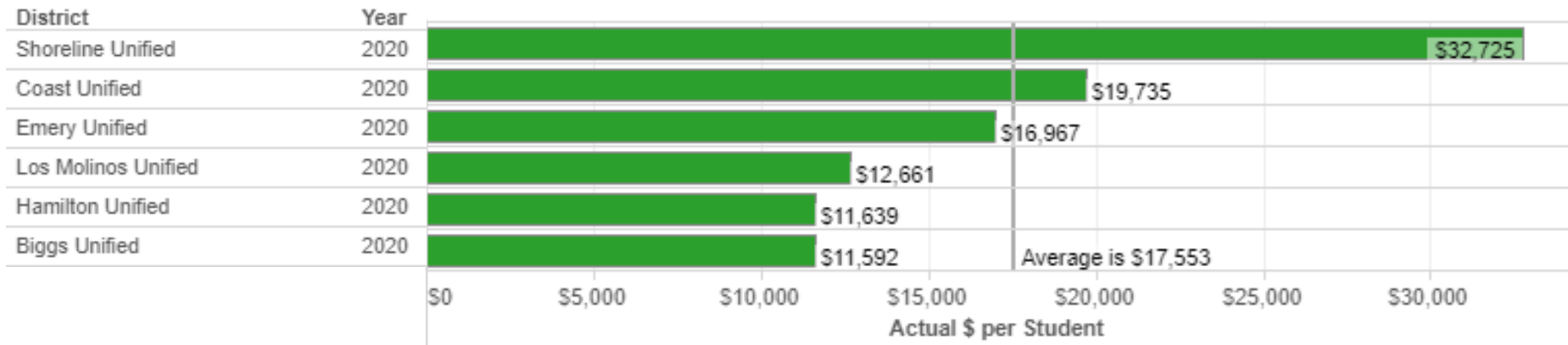
Cash Flow

	Object	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
A. BEGINNING CASH	9110	\$3,182,971	\$2,837,984	\$4,067,487	\$4,054,917	\$4,293,473	\$3,306,504	\$3,623,989	\$2,665,141	\$2,952,134	\$2,202,124	\$3,098,647	\$3,162,280	\$0
B. REVENUES														
PY Adjurt	8018		0											
Property Tax	8020-8079	0	0	0	209,938	0	1,131,790	0	0	0	1,341,728	0	0	2,683,456
State Aid/LOFF	8010-8019		1,518,279	443,220	(215,431)	0	0	177,288	177,014	177,014	177,014	177,014	200,927	2,832,339
Misc Funds	8080-8099			(1,444)	8,132					(6,488)				0
EPA	8012	0	0	305,397	0	0	305,397	0	0	163,349	0	0	163,350	937,493
Federal Revenue	8100-8299	(37,616)	179,667		384,740	52,356	(209,939)	218,684	1,593,901	0	636,269	588,777	922,367	4,329,288
Other State Revenue	8300-8599	(113,537)	5,002		200,845	38,544	98,813	78,215	(5,114)	49,177	2,215	510,570	31,358	896,087
Other Local Revenue	8600-8799	(1,129)	106,798	24,039	19,506	7,482	45,440	2,060	58,290	29,791	3,500	4,347	1,709	302,933
Other Local Revenue - Int	8660	0	0	0	0	0	0	0	0	0	0	0	0	0
Apptior Financing Source	8930-8979													0
In Lieu	8096													0
Accounts Receivable	9200-9299	157,581	(2,270)	12,938	651,710									
TOTAL REVENUES		5,299	1,897,476	783,950	1,259,440	98,383	1,371,502	476,247	1,824,692	412,843	2,160,726	1,281,207	1,319,711	11,981,516
C. EXPENSES														
Salaries	1000-2999	82,029	366,244	490,261	365,896	405,682	404,747	485,136	446,811	447,278	451,952	436,529	291,190	4,673,754
Employee Benefits	3000-3999	35,316	136,314	160,250	144,400	168,540	173,775	183,642	181,427	189,280	178,608	186,461	275,605	2,013,620
Supplier and Services	4000-5999	195,407	64,226	64,455	80,673	511,130	475,495	486,321	480,457	507,070	615,180	581,498	448,841	4,510,752
Capital Outlays	6000-6599	0	0	0	0	0	0	0	416,446	0	0	0	0	416,446
Other Outgo	7000-7499	0	9,106	77,496	4,646	0	0	279,996	12,558	19,224	18,463	13,087	72,662	507,239
Interfund Transfers Out	7600-7629	0	0	0	28,436	0	0	0	0	0	0	0	129,093	157,529
All Other Financing Expen	7630-7699	0	0	0	7,957	0	0	0	0	0	0	0	(7,957)	0
Unearned Revenue	9650	0	0	0	374,575	0	0	0	0	0	0	0	374,575	
Accounts Payable	9500-9599	38,534	2,083	4,058	14,301									
TOTAL EXPENSES		351,286	577,973	796,520	1,020,884	1,085,352	1,054,017	1,435,094	1,537,699	1,162,853	1,264,203	1,217,574	1,584,009	12,279,339
D. NET CHANGE (-B-C)		(345,987)	1,229,503	(12,570)	238,556	(986,969)	317,484	(958,848)	286,993	(750,010)	896,523	63,633	(264,299)	(297,823)
E. ENDING CASH (-A+D)		*****	*****	*****	*****	\$3,306,504	*****	\$2,665,141	\$2,952,134	\$2,202,124	\$3,098,647	\$3,162,280	\$2,897,981	\$2,886,148

Peer Group Comparisons

The peer group was selected based on the following assumptions:

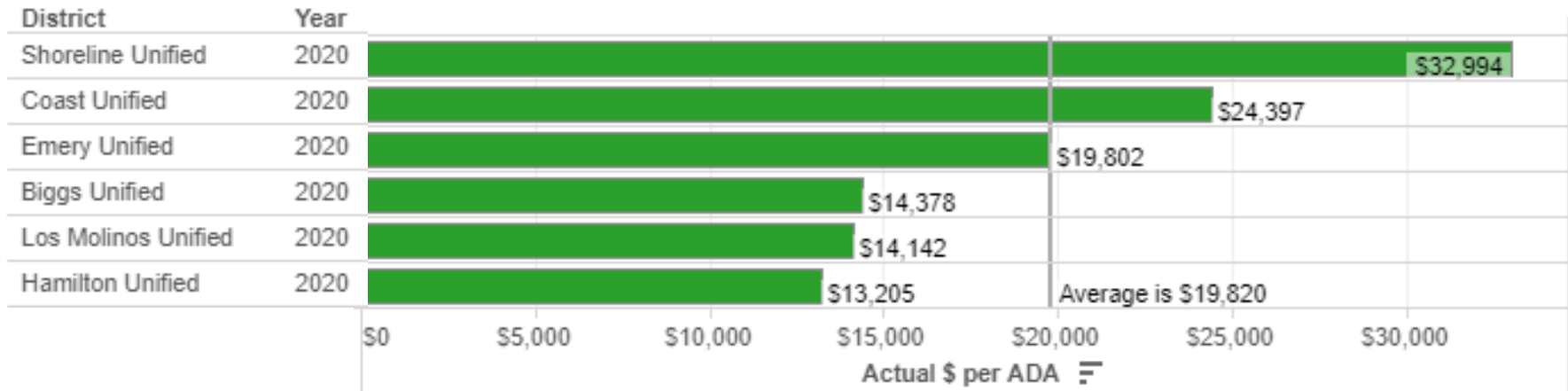
- Enrollment between 500 and 800 pupils
- Low Income percentage between 60% and 86%
- ELL percent of enrollment between 10% and 60%
- Unduplicated pupil percentage range between 55% and 85%
- Unified School Districts



Biggs actual dollars spent per student is \$11,592 which is the lowest of all 6 districts in the peer group.

Excluding Shoreline, the average per student spending is \$14,518.

Line Item Revenue Comparison by ADA



Biggs actual revenues per student is \$14,378 which is the third lowest of all 6 districts in the peer group.

Excluding Shoreline, the average per student revenue is \$17,185.

Student to Teacher Ratio

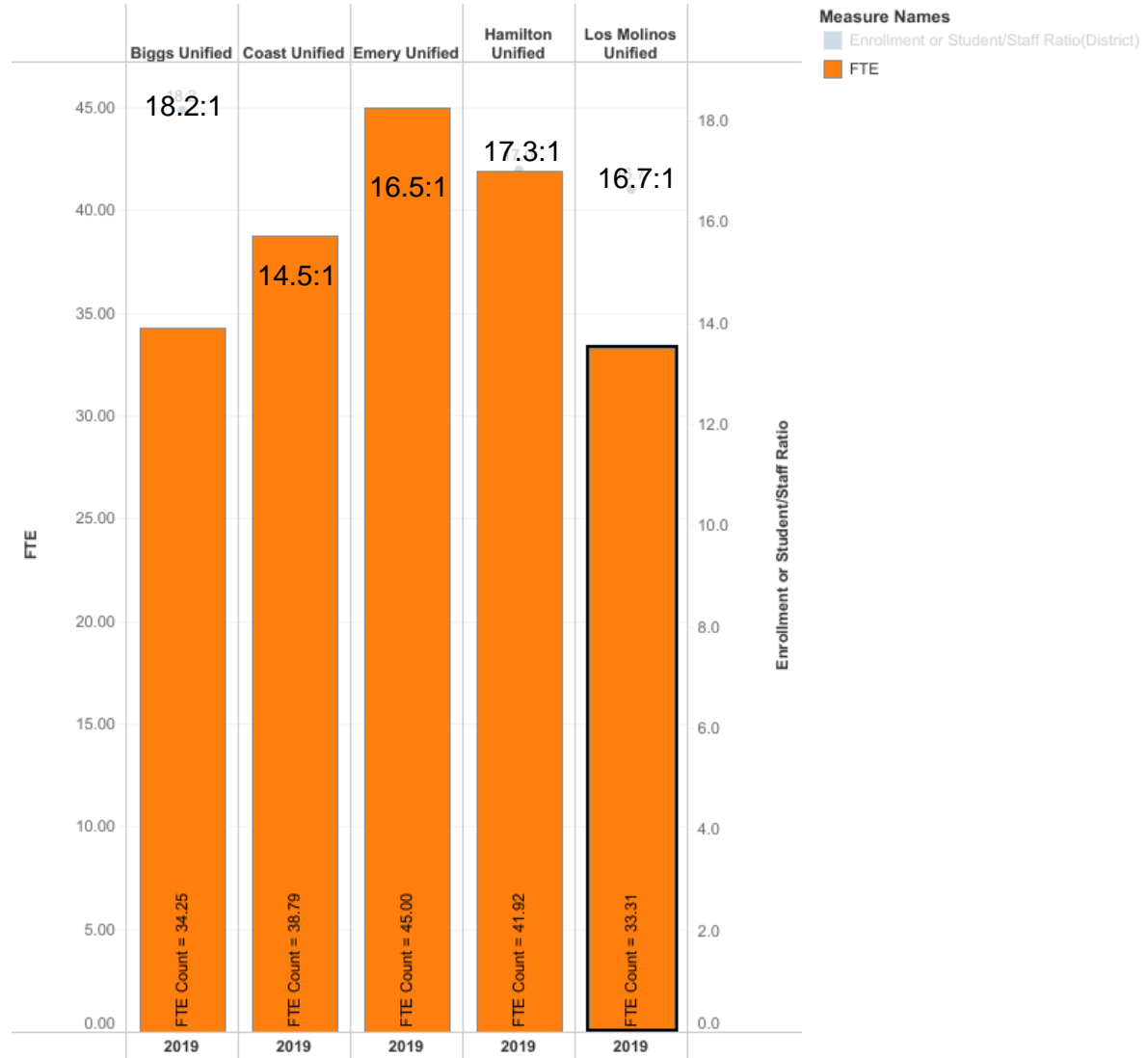
Staffing Ratios - District

District(s): Biggs Unified, Coast Unified, Emery Unified and 2 more

Position(s): Teacher

Source: California Department of Education Staff Demographic and Assignment Data

BUSD has the highest student to teacher ratio.



21 / 22 BUDGET SUMMARY

- The saving grace in the 21/22 budget is the federal 'ESSER' dollars and the In person Instruction and Expanded Learning Opportunities Grants. Without these funds in the out years, the MYP is dismal.
- It is recommended that the Board have a plan in place and to assume that there will be no additional funding.
- Regardless of COVID-19 impact, our budget has pressures of declining enrollment and rising employee costs (STRS/PERS), staffing plans for future years should be an ongoing discussion.
- All districts will be in a position to carryover general funds this year. This is primarily due the relief of federal and state one time funding that allows the districts to absorb salaries and benefits into the one time expenditures freeing up the general fund for carry over.
- Board discussions are necessary to plan for unassigned balances and one time funding.

Questions?