

Minutes  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**March 14, 2022**

**OPEN SESSION**

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

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

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

**APPROVAL OF AGENDA**

The Board approved the agenda with the correction of dates to Personnel Action Items A & B to read **06/03/2022** and addition of Personnel Action Item 13I – Approve Hiring Alex Wroten as Bus Driver/Lt. Maintenance/Custodian effective March 10, 2022. MSCU (Brown/Slusser) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

**APPROVAL OF MINUTES**

The Board approved the minutes from the Feb.2, 2022 regular Board meeting as written. MSCU (Navarro/Sheppard) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

The Board adjourned into Closed Session at 6:35 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 7:24 pm and reconvened to Open Session.

Staff Present: Doug Kaelin, Superintendent, Lorelle Mudd, CBO, LaQuita Ulrich, Elementary Principal, Tyler Rutledge, H.S. Principal and Donna Cyr, Admin. Assist. & HR Director

**ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION** – President Phillips announced that no action was taken in closed session.

**PARENT ASSOCIATIONS REPORTS** – No parent reports.

**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:

Principal Ulrich gave the report:

- Trainer Heidi Koski is wrapping up with the new teachers. She is seeing great improvement.
- UDL coach Nick Wilson has also been working with the 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade teachers implementing different ways to show mastery of content and how to grade these pieces.
- ASB Update – CJSF is working on the Change for Sparrow fundraiser, gearing up for Shoebox for Soldiers and had very successful dress-up days for Reading Across America week.
- RES has a Dad's Lunch with Egg Drop on Thurs., March 17<sup>th</sup> and they are working on a trip to Turtle Bay.
- The Science Wizard was at both BES & RES – the students loved it.
- Basketball has wrapped up and now looking forward to having a Track & Field team and Soccer team.

HIGH SCHOOL PRINCIPAL'S REPORT:

Principal Rutledge gave the report:

- UDL training is going very well.
- ASB is working with the Junior class on the Prom. ASB is also working on Battle of the Sexes and assisting Cheer with MORP.
- FFA students went to Merced Field Days last week and they did well, going to Modesto this weekend for a field day. March 11<sup>th</sup> Annual Rib Dinner fundraiser was very successful. Thank you for everyone's support.
- FFA CA State Conference is the week of March 26 - 29.
- Athletics – Baseball, Softball and Track are all competing this Spring. All teams are doing well.
- Working with Butte College on Dual Enrollment courses. We offer six courses at this time and we're proposing ten additional courses. This is very exciting.

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

Superintendent Kaelin gave the report:

- Food service regulations have changed and we're able to start cooking items and not have prepackaged foods.
- We are still dealing with issues being short staffed in M/O/T. We have a part time grounds person who's doing great.
- Fenced the softball field, installed the backstop and finished home plate.
- Moving forward on the heating and A/C units purchased with the Grant.
- FPM review went well. We had two findings and those are being rectified.
- Working on the Universal TK Program report. Must go to the State in June.
- The State has changed the LCAP template again.

CHIEF BUSINESS OFFICERS REPORT:

- Independent Annual 2020-2021 Audit Report – Mrs. Mudd, CBO, reviewed the report with the Board and went over the findings. We need to set up procedures and best accounting practices. Also one of the Action items is for the Board to accept the request to void the third year of the contract with our Independent Auditor. We will need to have a second meeting in March to approve a new auditing team. Requests went out and will be getting packets in from prospective auditors. A new auditor must be in place by April 1<sup>st</sup>.
- Second Interim Budget – Mrs. Mudd gave the Second Interim budget report. She reviewed the PowerPoint presentation with the Board. She noted revenues, expenditures and MYP assumptions stayed basically the same. All questions from the Board were answered.

BOARD MEMBER REPORTS: Nothing from the Board

**CONSENT AGENDA**

The Board approved the Consent Agenda Item A. MSCU (Sheppard/Slusser) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

- A. Approve Inter-District Transfers for the 2021-2022 and 2022-2023 school years

#### **ACTION ITEMS**

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

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

- A. Accept request to void the third year of contract with Independent Audit Consultant Stephen Roatch Accountancy Corp.
- B. Adopt the 2021-2022 Audit Certification
- C. Approve Pool Salary Schedule Change to Meet Federal Minimum Wage Requirement
- D. Approve Second Interim Budget
- E. Adopt the Following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E):

BP 0420.42 – Philosophy, Goals, Objectives and Comprehensive Plans – Charter School Renewal – update

BP/AR 1312.3 – Community Relations – Uniform Complaint Procedures – update

AR 3515.6 – Business and Noninstructional Operations – Criminal Background Check for Contractors

AR 4217.3 - Personnel – Layoff/Rehire – add

AR 5125 – Students – Student Records – update

AR 5145.3 – Students – Nondiscrimination/Harassment – updated

BP/AR 5148.2 – Students – Before/After School Programs – add

BP/AR 6112 – Instruction – School Day - updated

BP/AR 6143 - Instruction – Courses of Study – update

BP/AR 6158 – Instruction – Independent Study - update

BP 6170.1 – Instruction – Transitional Kindergarten - update

BB 9320 – Board Bylaws – Meetings and Notices - update

- F. Adopt Resolution 2021/2022 #9 – Intent to Layoff Certificated Positions
- G. Accept Sunshine Articles for CSEA Negotiations for 2022/2023

#### **PERSONNEL ACTION**

The Board approved Personnel Action Item A. MSCU (Sheppard/Brown) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

- A. Accept Resignation of Nicholas Grubiss as Special Education Resource Teacher at Biggs Elementary effective **06/03/2022**

The Board approved Personnel Action Item B. MSCU (Sheppard/Slusser) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

- B. Accept Resignation of Kiersten Scannell as Multi Subject Teacher at Biggs Elementary effective **06/03/2022**

The Board approved Personnel Action Item C. (Brown/Sheppard) 4/1

Phillips – Aye                      Slusser – Nay                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

- C. Approve Elementary School Principal LaQuita Ulrich's Contract for the 2022-2023 school year

The Board approved Personnel Action Item D. MSCU (Brown/Navarro) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

D. Approve High School Principal Tyler Rutledge’s Contract for the 2022-2023 school year

The Board approved Personnel Action Item E. MSCU (Brown/Slusser) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

E. Approve Hiring Brian Harrison as Head Varsity Football Coach for the 2022/2023 season

The Board approved Personnel Action Item F. MSCU (Sheppard/Slusser) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

F. Approve Hiring Chaz McKiernan as a Temporary Grounds/Custodian effective 02/22/2022

The Board approved Personnel Action Item G. MSCU (Sheppard/Brown) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

G. Approve Hiring Jane Little as Pool Manager for the 2022 Summer Season

The Board approved Personnel Action Item H. MSCU (Brown/Sheppard) 4/1

Phillips – Aye                      Slusser – Nay                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

H. Approve John Strattard for the Pool Supervisor Stipend position for the 2022 Summer Season

The Board approved Personnel Action Item I. MSCU (Sheppard/Brown) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

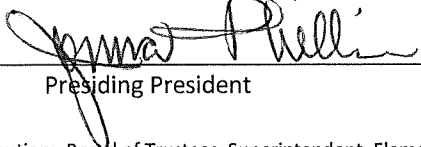
***I. Approve Hiring Alex Wroten as Bus Driver/Lt. Maint./Cust. Effective March 10, 2022***

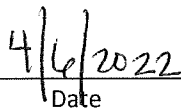
**INFORMATION ITEMS** – Superintendent Kaelin stated that there were no updates to the LCAP but the State changed the template again.

**FUTURE ITEMS FOR DISCUSSION** – Mrs. Navarro asked about the issues with the HS marque. Superintendent Kaelin said parts have been ordered. There was discussion that there have always been issues with this marquee.

**ADJOURNMENT – 8:42 p.m.**

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.