

**Agenda**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**BOARD ROOM – 300 B Street**  
**February 8, 2023**  
**6:30 p.m. Closed Session**  
**7:00 p.m. Estimated Open Session**

District LCAP Goals

- ❖ Goal 1 – Biggs Unified will provide conditions of learning that will develop College and Career Ready students. Priority 1, 2 and 7.
- ❖ Goal 2 – Biggs Unified will plan programs, develop plans, and provide data from assessments that will maximize pupil outcomes. Priority 4 and 8.
- ❖ Goal 3 – Biggs Unified will promote students engagement and a school culture conducive to learning. Priority 3, 5 and 6.

**OPEN SESSION**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**

- Pg. 4-8    A.    January 11, 2023 Regular Meeting  
Pg. 9-10   B.    January 26, 2023 Special Meeting

**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)

If Closed Session is not completed before 7:00 p.m., it will resume immediately following the open session/regular meeting.

**RECONVENE TO OPEN SESSION**

- 6. ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**
- 7. PARENT ASSOCIATIONS REPORTS**
- 8. CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS**
- 9. STUDENT REPRESENTATIVE REPORTS**
  - A. ASB
  - B. FFA
  - C. STUDENT RECOGNITION
- 10. PUBLIC COMMENT** - Anyone wishing to address the Board on items on or off the agenda may do so at this time. No action may be taken on items that are not listed as Action Items. Comments are limited to 3-5 minutes and 20 minutes each subject matter.

**11. REPORTS** - Pursuant to the Brown Act: Gov. Code 854950 et.seq. - Reports are limited to announcements or brief descriptions of individual activities

A. ELEMENTARY SCHOOL PRINCIPAL'S REPORT:

1. Curriculum and Instruction Cadre Report on Standards Based Report Cards (TK-5<sup>th</sup>)
2. Speech Pathologist – Social Thinkers and Speech Program

B. HIGH SCHOOL PRINCIPAL'S REPORT:

C. M/O/T AND FOOD SERVICE DIRECTOR'S REPORT:

D. SUPERINTENDENT'S REPORT:

E. BOARD MEMBER REPORTS:

**12. CONSENT AGENDA** - All matters listed under the Consent Agenda are routine and will be acted upon by one motion and vote. If an item needs further clarification and/or discussion, it may be removed from the Consent portion of the agenda and then be acted upon as a separate item.

Pg. 11 A. Approve Inter-District Agreement Request(s) for the remainder of the 2022-2023 school year and for the 2023-2024 school year.

**13. ACTION ITEMS**

Pg. 12 A. Approve Elizabeth Enke to attend the CATA Summer Conference in San Luis Obispo.

Pg. 13-14 B. Approve overnight FFA trip to the State Conference in Ontario, CA.

Pg. 15-16 C. Approve overnight trip for the wrestling team to attend Divisional Finals in Etna.

Pg. 17 D. Approve Amended Stipend List for 2022/2023.

E. Approve Annual Certification of Temporary Athletic Team Coaches.

F. Approve Agreement with Harris School Solutions for the 2023-2024 Cafeteria POS Site License.

**14. PERSONNEL ACTION**

A. Accept the resignation of Tyler Lee from the High School English Teacher position effective the end of the 2022-2023 school year.

B. Approve hiring George Guerra as Track Coach for the 2023 season.

C. Approve Jonathan Smith as Assistant Baseball Coach for the 2023 season (non-paid).

D. Approve Kameron Smith as Assistant Baseball Coach for the 2023 season (non-paid).

E. Approve Mark Felkins as Assistant Softball Coach for the 2023 season (non-paid).

F. Accept the resignation of Renee Personius from the Intervention Teacher position at Biggs Elementary School effective the end of the 2022-2023 school year.

**15. INFORMATION ITEMS**

Pg. 18-24 A. Biggs RFP C2 FY 2023

B. Discuss scheduling Night of the Stars

C. Discuss the Board Scholarship

**16. FUTURE ITEMS FOR DISCUSSION** – Schedule April board meeting and two meetings in June

**17. ADJOURNMENT**

Notice to the Public: Please contact the Superintendent's Office at 868-1281 ext. 8100 should you require a disability-related modification or accommodation in order to participate in the meeting. This request should be received at least 48 hours prior to the meeting in order to accommodate your request.

Minutes  
BIGGS UNIFIED SCHOOL DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
January 11, 2023

**OPEN SESSION**

**CALL TO ORDER** – Vice President Atteberry called the meeting to order at 6:28 p.m.

**ROLL CALL** - Board members present: Melissa A. Atteberry, M. America Navarro, Jonna Phillips, and Sean Avram were present. Board members absent: Linda Brown was absent.

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

**APPROVAL OF AGENDA – (with Amendments listed below)**

Add Personnel Action Item 14F: Approve hiring Stephanie Cato as a Multi-Subject Teacher effective February 1, 2023.

The Board approved the agenda as presented with Amendments. MSCU (Phillips/Navarro) 4/0/1

Brown – Absent      Atteberry – Aye      Navarro – Aye      Phillips – Aye      Avram – Aye

**APPROVAL OF MINUTES**

The Board approved the minutes from the Regular Board Meeting on December 14, 2022 as written. MSCU (Navarro/Avram) 4/0/1

Brown – Absent      Atteberry – Aye      Navarro – Aye      Phillips – Aye      Avram – Aye

**The Board adjourned into Closed Session at 6:30 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. **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 7:01 pm and reconvened to Open Session at 7:02 pm.**

Staff Present: Doug Kaelin, Superintendent; Loretta Long, Admin. Assist. & HR Director; Analyn Dyer, CBO; LaQuita Ulrich, BES/RES Principal

**ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION** – Vice President Atteberry announced that the Board has given the Superintendent direction regarding an Administrative Action concerning Personnel in Closed Session.

**PARENT ASSOCIATIONS REPORTS** – None

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

**STUDENT REPORTS:**

- A. ASB REPORT - Jazmine Ibarra announced this year’s Basketball Homecoming candidates. Homecoming is the week of Jan. 23<sup>rd</sup> through Jan. 27<sup>th</sup>. The theme is video games. She listed the dress up challenge for each day. ASB is currently planning this year’s BOTS (Battle of the Sexes) as well as elections which they hope to hold before the end of March.
- B. FFA REPORT – Joselyn Navarro reported that their Chapter Meeting was held on December 14<sup>th</sup>. Member Tylar Ainslie held a successful Toy Drive. Mason Kaelin took his club lamb to Nationals in Arizona. Their January meeting has not been scheduled yet. Six students will tour U.C. Davis in January and attend a leadership conference. There is an upcoming speaking contest and a trip to Tule Lake for Creed competition.
- C. STUDENT RECOGNITION - Principal Ulrich announced the December Student of the Month winner. The student came up and received her award.

**PUBLIC COMMENT-** None

**REPORTS:**

ELEMENTARY SCHOOL PRINCIPAL’S REPORT:

Principal Ulrich gave the report: BES will be piloting the Inspire program next week. The teachers were not happy with the STEM Scope program. The Christmas Program had a good turnout. There was a photo booth with a scary Grinch, caroling, slideshow, and hot chocolate with donuts. The PAWs luncheon was wonderful and very much enjoyed by the staff. ASB advisor, Javier Solis, reported that they collected 96 items in their Toys for Tots drive. Those toys were given to Children’s Hope. He stated that their next project will be a Spare Change for Sparrow Drive to donate to cancer patients. Principal Ulrich is challenging her staff to welcome students with “high fives” outside their classroom doors. They will also have a day where students and staff will wear white tee shirts on which they will use markers to write positive messages.

HIGH SCHOOL PRINCIPAL’S REPORT:

Principal/Superintendent Kaelin gave the report: Mr. Kaelin is pleased with fall semester grades. He will be meeting with parents of students with poor grades. There will be an assembly next week to recognize students who made honor roll. Class schedules will remain the same for the spring with the exception of the freshmen who will switch between Health and Computers. Four new students enrolled today; two were foreign exchange students from Brazil and South Korea. Chico State finalized bringing back the Upward Bound program to Biggs. The rep will meet with Mrs. Aldridge who will help with the selection process of ten students. It’s a year round program that includes a stay in the dorms at Chico State during the summer. Biggs is not eligible for the

tutoring portion of the program, but we will use one time funds to provide our own tutors for the students. Former student and current JV boys basketball coach was a participant in Upward Bound during his time at BHS. The new Social Studies curriculum has arrived. League play in basketball has started. Tryouts for baseball and softball have concluded. Mrs. Aldgridge will look into scholarship opportunities for seniors.

M/O/T/, FOOD SERVICE:

Superintendent Kaelin gave the report: Staff is busy fixing floods and leaks that resulted from the heavy rains. There was damage to the Booster’s uniform storage room. The roof of the former Middle School might need a professional roofing company to fix the damage. The classrooms were kept cold over the break. Maintenance will look into a way to override the system so that teachers who want to come in and work while school is out can do so in comfortable temperatures. The toilet and dishwasher received from the grants have been installed at Richvale. There are currently three positions open in the Grounds department.

SUPERINTENDENT’S REPORT:

Superintendent Kaelin gave the report: Mr. Kaelin met with the chairman of the accreditation committee and he is currently working on the required report. The 7<sup>th</sup> grade boys’ basketball team made it to the championship game in a recent tournament in Redding. He is hoping to expand and grow the middle school sports program through Feather River Parks and Rec. Mr. Kaelin attended the Butte County Superintendent’s meeting where they had the chance to review the Governor’s Budget Plan. The county is helping with a Transportation Plan that is due by the March board meeting.

BOARD MEMBER REPORTS:

Nothing from the Board

**CONSENT AGENDA:**

The Board approved the Consent Agenda Item A. MSCU (Phillips/Navarro) 4/0/1

Brown – Absent          Atteberry – Aye          Navarro – Aye          Phillips – Aye          Avram – Aye

- A. Approve PO / Vendor Report for November 3, 2022 – December 31, 2022

**ACTION ITEMS:**

The Board approved Action Item A. MSCU (Navarro/Phillips) 4/0/1

Brown – Absent          Atteberry – Aye          Navarro – Aye          Phillips – Aye          Avram – Aye

- A. Adopt the following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E):

- Board Policy 0430 - Comprehensive Local Plan for Special Education – update*
- Administrative Regulation 0430 - Comprehensive Local Plan for Special Education – update*
- Board Policy 0450 - Comprehensive Safety Plan – update*
- Administrative Regulation 0450 - Comprehensive Safety Plan – update*
- Board Policy 0460 - Local Control and Accountability Plan – update*
- Administrative Regulation 0460 - Local Control and Accountability Plan – update*
- Board Policy 3250 - Transportation Fees – update*
- Administrative Regulation 3250 - Transportation Fees – update*
- Administrative Regulation 3260 - Fees and Charges – update*
- Board Policy 3460 - Financial Reports and Accountability – update*

*Administrative Regulation 3460 - Financial Reports and Accountability – update*  
*Board Policy 3515 - Campus Security – update*  
*Administrative Regulation 3515 - Campus Security – update*  
*Administrative Regulation 3516.2 - Bomb Threats – update*  
*Board Policy 3540 – Transportation – update*  
*Board Policy 5131.7 - Weapons and Dangerous Instruments – update*  
*Administrative Regulation 5131.7 - Weapons and Dangerous Instruments – update*  
*Administrative Regulation 5141.3 - Health Examinations – update*  
*Board Policy 5142 – Safety – update*  
*Administrative Regulation 5142 – Safety – update*  
*Administrative Regulation 5142.2 - Safe Routes to School Program – update*  
*Board Policy 5148.2 - Before/After School Programs – update*  
*Administrative Regulation 5148.2 - Before/After School Programs – update*  
*Administrative Regulation 6164.4 - Identification and Evaluation of Individuals for Special Education – update*  
*Board Bylaw 9220 - Governing Board Elections – update*  
*Board Bylaw 9223 - Filling Vacancies – update*  
*Board Bylaw 9323 - Meeting Conduct – update*  
*Board Policy 3260 - Fees and Charges – update*

The Board approved Action Item B. MSCU (Avram/Navarro) 4/0/1

Brown – Absent      Atteberry – Aye      Navarro – Aye      Phillips – Aye      Avram – Aye

- B. Approve Section 125 Flexible Benefits Spending Plan

No motion was made on Action Item C. Action Item C dies for lack of motion.

- C. Approve request to waive Developer Fees for Live Vine Winery

**PERSONNEL ACTION ITEMS:**

The Board approved Action Items A-F. MSCU (Navarro/Phillips) 4/0/1

Brown – Absent      Atteberry – Aye      Navarro – Aye      Phillips – Aye      Avram – Aye

- A. Accept the resignation of Alex Wroten from the Head Grounds position effective December 31, 2022.
- B. Approve hiring Alex Wroten for the Bus Dispatcher position effective January 1, 2023.
- C. Approve hiring Steve Williams to coach 5<sup>th</sup>/6<sup>th</sup> grade boys’ basketball (paid) for the 2022/2023 season
- D. Approve hiring Chandra Vines to coach 7<sup>th</sup> grade girls’ basketball (paid) for the 2022/2023 season
- E. Approve hiring Hollie Byers to coach 8<sup>th</sup> grade girls’ basketball (paid) for the 2022/2023 season
- F. Approve hiring Stephanie Cato as a Multi-Subject Teacher effective February 1, 2023

**INFORMATION ITEMS:**

- A. Quarterly Report on Williams Uniform Complaints: Superintendent Kaelin reported out that for the last Quarter, there have been no Williams Uniform Complaints against any school in the District.
- B. Historical Enrollment Data: CBO Analyn Dyer gave her presentation on Historical Enrollment Data.
- C. One Time Funding Highlights: CBO Analyn Dyer gave her presentation on One Time Funding Highlights.

**FUTURE ITEMS FOR DISCUSSION –None**

**ADJOURNMENT – 8:09 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.



**MINUTES – EXPULSION HEARING  
BIGGS UNIFIED SCHOOL DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
January 26, 2023**

**OPEN SESSION**

**CALL TO ORDER**

Vice President Atteberry called the meeting to order at 5:30 p.m.

**ROLL CALL – Board Members Present:** Sean Avram, M. America Navarro, and Melissa A. Atteberry were present.  
**Board Members Absent:** Linda Brown and Jonna Phillips were absent.

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

**APPROVAL OF AGENDA – (with Amendment indicated below)**

Add Action Item 6B: Approve LCAP ESSA Federal Addendum Report

The Board approved the agenda with the amendment as presented. MSCU (Avram/Navarro) 3/0/2

Brown – Absent            Atteberry – Aye            Navarro – Aye            Phillips – Absent            Avram – Aye

**PRESENT AT HEARING:** Doug Kaelin, High School Principal/Superintendent  
LaQuita Ulrich, Elementary School Principal  
Mother of student number 2022-23 #3 (Via Zoom)  
Melissa A. Atteberry, Vice President of the Board  
America Navarro, Clerk of the Board  
Sean Avram, Member of the Board

**CONVENED TO CLOSED SESSION AT 5:32 p.m.**

**CLOSED SESSION**

Expulsion of Student Identified by Number 2022-23 #3; Pursuant to Education Code 35146 and 48918

**CLOSED SESSION ADJOURNED AT 6:15 p.m.**

**RECOVERED TO OPEN SESSION AT 6:15 p.m.**

**OPEN SESSION**

**ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION:** Board voted 3/0/2 to expel student ID 2022-23 #3 from Biggs Unified School District for calendar year and directed Superintendent to complete necessary documentation.

**ACTION ITEMS**

The Board approved Action Item A. MSCU (Avram/Navarro) 3/0/2

Brown-Absent      Atteberry-Aye      Navarro-Aye      Phillips-Absent      Avram-Aye

- A. Approve School Accountability Report Cards (SARC) for each school:
  - Biggs High School
  - Biggs Elementary School
  - Richvale Elementary School

The Board approved Action Item B. MSCU (Navarro/Avram) 3/0/2

Brown-Absent      Atteberry-Aye      Navarro-Aye      Phillips-Absent      Avram-Aye

- B. Approve LCAP ESSA Federal Addendum Report

**PUBLIC COMMENT:** There was no public comment.

**ADJOURNMENT:** Meeting adjourned at 6:22 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.

**BIGGS UNIFIED SCHOOL DISTRICT**

Meeting Date: February 8, 2023

Item Number: 12 A  
Item Title: Inter-district Agreement Request(s)  
Presenter: Doug Kaelin, Superintendent & Loretta Long, Admin. Assistant/HR Officer  
Attachment: None  
Item Type:  Consent Agenda  Action  Report  Work Session  Other:

Background/Comments:

We have received the following interdistrict transfer requests. After reviewing each one with Board Policy and Administration Regulations 5117, we make the following recommendations.

| 2022-2023 School Year      | From:      | To:   | Action | New/Ongoing: |
|----------------------------|------------|-------|--------|--------------|
| 1. (6 <sup>th</sup> grade) | Thermalito | Biggs | Accept | New          |
| 2. (1 <sup>st</sup> grade) | Thermalito | Biggs | Accept | New          |
| 3. (K)                     | Thermalito | Biggs | Accept | New          |

| 2023-2024 School Year       | From:   | To:       | Action  | New/Ongoing: |
|-----------------------------|---------|-----------|---------|--------------|
| 1. (K)                      | Gridley | Biggs     | Accept  | New          |
| 2. (TK)                     | Gridley | Biggs     | Accept  | New          |
| 3. (11 <sup>th</sup> grade) | Biggs   | OUHSD     | Release | New          |
| 4. (5 <sup>th</sup> grade)  | Biggs   | Chico     | Release | Ongoing      |
| 5. (5 <sup>th</sup> grade)  | Biggs   | Chico     | Release | Ongoing      |
| 6. (9 <sup>th</sup> grade)  | Biggs   | Chico     | Release | New          |
| 7. (9 <sup>th</sup> grade)  | Biggs   | Chico     | Release | New          |
| 8. (K)                      | Biggs   | Manzanita | Release | New          |
| 9. (9 <sup>th</sup> grade)  | OUHSD   | Biggs     | Accept  | New          |

Fiscal Impact: We will have a loss of ADA for those outgoing transfer requests and an increase of ADA for those incoming transfer requests.

Recommendation: The Superintendent recommends action as indicated.

# BIGGS UNIFIED SCHOOL DISTRICT

Item 13A

300 B Street, Biggs, CA 95917

## PROFESSIONAL DEVELOPMENT REQUEST FORM

*The purpose of this form is to obtain approval prior to conference registration and travel arrangements being made*

***This form must be submitted FOUR WEEKS prior to event***

***Completion of this form does NOT guarantee attendance will be approved by the Superintendent***

Employee Name: Elizabeth Enke Site/Department: Ag/ HS Date of Request: 1-18-23

Position: Ag Science Conference/Meeting: CATA Summer Conference

Location of event: San Luis Obispo Dates: June 24 to June 29

**Purpose for Attending (circle):**

- **To better align curriculum, instruction, assessment**
- **To improve delivery of classroom assessment and instruction**
- **To prepare for implementation of strategies in the District or School Improvement Plan**
- To improve goals outlined in LCAP
- Other: \_\_\_\_\_

**District Goal/Strategy being addressed: (circle)**

- **Quality Teachers, Materials and Facilities**
- **Raise post High School Preparations, including College and Career readiness for all Students**
- Create a safe, supportive and welcoming school climate to enhance the academic, social and emotional environment for students success
- **Design programs and activities to address diverse student academic needs**
- Create a celebratory school environment that engages staff, students, parents, and the community.
- Other: \_\_\_\_\_

**Expected Outcome:**

- Collaboration with the Principal regarding how information learned at the conference/workshop will be shared
- Other: \_\_\_\_\_

**ESTIMATED EXPENSES:**


**BACK UP NEEDED:**

|   |                                |  |
|---|--------------------------------|--|
| Registration Fees   | \$ 150                         | Flyer/Agenda/Overview                            |
| Lodging   | \$ 17500                       | Rates/Receipts/Conformation of Reservations      |
| Transportation (airfare, rentals, taxi, uber, shuttles, etc.) | \$ will submit post conference | Receipts/Rates                                   |
| Mileage: _____ (\$ per mile)                                  | \$ 350 miles                   | Map printout showing mileage                     |
| Meals: (\$7 breakfast, \$10 lunch, \$18 Dinner)               | \$ will submit post conference | Itemized receipts, review non-reimbursable items |
| Other:  | \$                             | Receipts / Review non-reimbursable               |
| Other:  | \$                             | Receipts / Review non-reimbursable               |
| <b>TOTAL</b>  | <b>\$ 1900</b>                 |  |

**FOR SUPERVISOR TO COMPLETE**

| Fund | Resource | Year | Object | Goal | Function | Site | Manager | Cost Center |
|------|----------|------|--------|------|----------|------|---------|-------------|
|      |          |      |        |      |          |      |         |             |

Principal/Supervisor Approval:  Date: 1-23-23

Superintendent Approval:  Date: 1.23.23

Board Approval (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_

# Biggs Unified School District

## Field Trip Request Approval Form

Proposed Activity: FFA State Conference

Date of Request: 1/12 School: BHS

Name of Staff Member/Position Making the Request: Enke

Class, Grade or Organization Making the Request: FFA

Destination: Holiday Inn Ontario Airport / Ontario Convention Center

Number of Students Involved in this Activity: 10 Cost Per Student: 300\$

Funding Source: AIG Cost to District: \_\_\_\_\_

Was Trip Budgeted:  yes  no

Adult Chaperones (including teachers): S. Boyes and E. Enke

*Attach a list of all Adult Chaperones: Include name and cell telephone number  
(Reminder: All chaperones need fingerprint clearance before chaperoning a trip.)*

Purpose and relationship of trip to class activities: Students will develop leadership skills through workshops, speakers, creating industry connections.

Educational Standard(s) to be realized through trip: California Standards for Career Ready Practice 1-9

Signature of Staff Member Making the Request:

x 

Date(s) of the Field Trip:

A complete itinerary of the trip including a breakdown of activities by hours, housing arrangements(s) including phone number(s) and address(es), and an explanation of the educational purpose(s) of this trip must be included with this request. The Field trip request form must be received by the principal 30 days prior to the trip. All out-of-state and overnight trips need Biggs Unified Board of Trustees approval. Out-of-state and overnight trips must be submitted one week prior to a regular Board meeting.

**Travel Information**

All Means of Transportation (check all that apply):

**Agtruck & Van**

- Personal Car(s)
- Rental Vehicle(s)
- Charter Bus

- Air
- Bus(es) \* Number \_\_\_\_\_

(School approval of this form signifies that proper car insurance documents are on file with the school.)

\*If trip is approved you will need to schedule a bus.

Itinerary

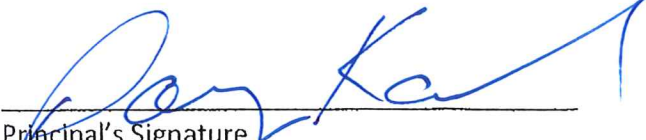
Departure: \_\_\_\_\_ Return: \_\_\_\_\_

Date: **3/16/23** Time: **5:00 am** Date: **3/19/23** Time: **8:00 pm**

Departure Location: **HS** Return Location: **HS**

A current roster of students must be submitted to the site office on the day of the trip prior to leaving the school.

Approved  Denied

  
\_\_\_\_\_  
Principal's Signature

Approved  Denied

  
\_\_\_\_\_  
Superintendent or Designee Signature

Board Approval Date:  
(For overnight/Out-of-State)

# Biggs Unified School District

## Field Trip Request Approval Form

Proposed Activity: Overnight stay for wrestling team

Date of Request: 1/24/23 School: Biggs High School

Date of Field Trip: 2/10/23

A complete itinerary of the trip including a breakdown of activities by hours, housing arrangements(s) including phone number(s) and address(es), and an explanation of the educational purpose(s) of this trip must be included with this request. The Field trip request form must be received by the principal **30 days** prior to the trip. All out-of-state and overnight trips need Biggs Unified Board of Trustees approval. Out-of-state and overnight trips must be submitted one week prior to a regular Board meeting.

Name of Staff Member/Position Making the Request: Cody Walsh / Head Coach

Class, Grade or Organization Making the Request: Wrestling

Destination: Baymont Inn Yreka

Number of Students Involved in this Activity: 5 Cost Per Student: 0

Funding Source: Head Coach Cost to District: If possible reimbursement to head coach for \$255.36

Was Trip Budgeted:  yes  no

Adult Chaperones (including teachers): 1 Cody Walsh

**Attach a list of all Adult Chaperones: Include name and cell telephone number (Reminder: All chaperones need fingerprint clearance before chaperoning a trip.)**

Purpose and relationship of trip to class activities: So coach & team will not

have to leave at 2:30am the day of the divisional tournament

Educational Standard(s) to be realized through trip: \_\_\_\_\_

Signature of Staff Member Making the Request:

x Cody Walsh

**Cafeteria Information:**

Will student miss scheduled lunch at school site: YES  NO

Sack lunches needed: YES  NO  Number needed \_\_\_\_\_

\*If trip is approved you will need to contact cafeteria director.

**Travel Information**

All Means of Transportation (check all that apply):

- Personal Car(s)
- Rental Vehicle(s)
- Charter Bus
- Air
- Bus(es) \* Number \_\_\_\_\_  
\* Biggs  
van or suburban

(School approval of this form signifies that proper car insurance documents are on file with the school.)

\*If trip is approved you will need to schedule a bus.

Itinerary

Departure: Biggs High South lawn Return: Biggs High

Date: 2/10/2023 Time: 1:35 pm Date: 2/11/2023 Time: 7:00 pm

Departure Location: Beymont Inn Return Location: Biggs High  
Yreka, CA South lawn  
148 Moonlit Oaks Ave

A current roster of students must be submitted to the site office on the day of the trip prior to leaving the school.

Approved  Denied

Approved  Denied

\_\_\_\_\_  
Principal's Signature  
  
\_\_\_\_\_  
Superintendent or Designee Signature

Once the trip is approved, a copy of the completed, signed form must be sent to the cafeteria director and bus dispatcher, at least two weeks prior to the trip or with Superintendent Approval.

Board Approval Date: \_\_\_\_\_  
(For overnight/Out-of-State)



# 2022/23 Stipend List

| <b>BHS</b>   |                   |            | <b>Bd. Apprvd.</b>  |
|--|-------------------|------------|---|
| Head Var Football  | Brian Harrison    | \$2020     | 03/14/2022  |
| Asst. Var Football                                       | Hokulani Wickard  | \$1571     | 04/06/2022  |
| Head JV Football   | Eddie Del Rio     | \$1683     | 04/06/2022  |
| Asst JV Football   | David Espinosa    | \$1459     | 04/06/2022  |
| Head Var Volleyball                                      | Michele Felkins   | \$1683     | 05/04/2022  |
| Head JV Volleyball                                       | Michele Felkins   | \$1459     | 05/04/2022  |
| Cheer Advisor  | Michelle Roles    | \$1683     | 02/02/2022  |
| CSF Advisor  | Cullen Meyer      | \$750      | 09/14/2022  |
| Assistant AD Position                                    | Michele Felkins   | \$1500     | 08/10/2022  |
| ASB Advisor  | Casey Morch       | \$1908     | 08/10/2022  |
| Varsity Girls B'ball                                     | Tim Sheridan      | \$1908     | 05/04/2022  |
| JV Girls B'ball  | Cindi VanQuick    | \$1571     | 08/10/2022  |
| Varsity Boys B'ball                                      | Roscoe Deel       | \$1908     | 06/15/2022  |
| JV Boys B'ball   | Kameron Smith     | \$1571     | 09/14/2022  |
| Varsity Baseball   | Allan Lee         | \$1796     | 11/09/2022  |
| Varsity Softball   | Michele Felkins   | \$1796     | 05/04/2022  |
| Varsity Track  |                   | \$1796     |   |
| Varsity Wrestling  | Cody Walsh        | \$1908     | 08/10/2022  |
| Student Study Team Coord.                                | Ashleigh Aldridge | \$450      | 06/15/2022  |
| BHS State Testing Coord.                                 | Ashleigh Aldridge | \$337      | 06/15/2022  |
| <b>BES</b>   |                   |            |   |
| RES Lead Teacher   | Jill Pearson      | \$2244     | 05/04/2022  |
| BES Lead Teacher   | Javier Solis      | \$2244     | 10/12/2022  |
| 6 <sup>th</sup> Grade Camp Coord.                        | Gina Stephens     | \$800      | 09/14/2022  |
| 6 <sup>th</sup> Grade Camp Teacher (2)                   | Hall/Stephens     | \$500 each | 9/14 & 10/12  |
| BES Student Council Adv.                                 | Javier Solis      | \$561      | 06/15/2022  |
| CJSF Advisor   | Beth Chavez       | \$750      | 06/15/2022  |
| Chess Advisor (K - 5 <sup>th</sup> )                     |                   | \$500      |   |
| State Testing Coord.                                     | LaQuita Ulrich    | \$674      | 06/15/2022  |
| Results Coordinator                                      | Hollie Byers      | \$1050     | 05/04/2022  |
| 7 <sup>th</sup> & 8 <sup>th</sup> Grade Girls Volleyball |                   | \$500      |   |
| Boys Basketball  |                   | \$800      | Steve Williams coached 5 <sup>th</sup> /6 <sup>th</sup> and 7 <sup>th</sup> /8 <sup>th</sup>  |
| Girls Basketball   |                   | \$800      | Hollie Byers coached 5 <sup>th</sup> /6 <sup>th</sup> boys, Chandra Vines coached 7 <sup>th</sup> grade girls, and Hollie Byers coached 8 <sup>th</sup> grade girls |
| Soccer   | Hollie Byers      | \$500      | 05/04/2022  |
| Track – Coed   |                   | \$500      |   |

Board Approved: 04/06/2022

# BIGGS UNIFIED SCHOOL DISTRICT

February 08, 2023

Item Number: 15 A

Item Title: E-Rate Funded Request for Proposal to Upgrade Cabling Infrastructure

Presenter: Analyn Dyer, CBO

Attachments: Request for Proposal

Item Type:  Consent Agenda  Action  Report  Work Session  Public Hearing

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## **Background/Comments:**

Biggs Unified School District has posted Request for Proposal seeking contractors and filed for funding under the Federal E-Rate to install upgrade cabling to support Internet Access (wired and WIFI) at multiple sites in the district.

## **Fiscal Impact:**

The E-Rate provide funding for cabling contributing 80% of the cost of the project. The district will use the CUPCCAA to conduct a formal bidding process as defined in Public Contract Code 22032(b). No district funds are committed at this time, unless the board approved one of the proposals after the March deadline.

## **Education Impact:**

This project seeks to provide upgrade cabling sufficient to make best use of the switches and wireless access points already in possession. Provides maximized internet access throughout district sites by upgrading all cabling to current industry standards construction and bandwidth and to provide expansion of the WIFI capabilities.

## **Recommendation:**

Information only. No board action is required.



**BIGGS UNIFIED SCHOOL  
DISTRICT**

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# **Request for Proposal**

*E-rate Funding Year 2023*

*RFP #230015857 C2*

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FCC Form 470 #: 230015857

NOTICE IS HEREBY GIVEN that **Biggs Unified School District, hereinafter referred to as the Local Education Agency (LEA)**, acting by and through its Governing Board, will receive up to, but not later than **two o'clock p.m. of the 9th day of March 2023**, proposals for the award of contract for:

**E-rate Category 2 Equipment  
RFP #230015857 C2**

Proposals will be emailed according to the following:

1. Rachel White - [rachel@erateadvisors.com](mailto:rachel@erateadvisors.com)
2. Subject line: Biggs RFP #230015857 C2
3. Attach the proposal and all documents as PDF documents.
  - a. Pricing must be a stand alone document.

Failure to include all components above may result in disqualification.

Each proposal must conform and be responsive to the requirements of this RFP.

Interested proposers should direct questions in writing to [rachel@erateadvisors.com](mailto:rachel@erateadvisors.com), **no later than Mar 2, 2023**. Answers to questions and any addenda, as needed, will be posted in the E-rate Productivity Center website on the date specified in the Schedule, provided herein.

The LEA is dependent upon E-rate funding to acquire the services identified in this RFP. Failure to obtain the requisite E-rate or local funding, in any contractual year, will make any contract, resulting from this RFP, voidable at the option of the LEA.

The LEA reserves the right to waive any informalities or irregularities in received submittals. Also, LEA reserves the right to reject any or all submittals and to negotiate contract terms with one or more proposers for one or more work items. The LEA retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

## E-RATE REQUIREMENTS FOR PROPOSERS

1. **E-rate Proficiency:** LEA expects the Bidder to be thoroughly familiar with Bidder's responsibilities as a result of participating as a Service Provider in the E-rate program.
2. **Service Provider Identification Number:** Bidders must possess and provide a valid E-rate Service Provider Identification Number (SPIN).
3. **FCC Registration Number:** Bidders must provide a valid Federal Communications Commission Registration Number (FCCRN) and evidence of "Green Light" status with the Federal Communications Commission (FCC).
4. **FCC Form 473:** The Bidder that is awarded the services based on this bid document agrees to submit the Service Provider Annual Certification (SPAC) form in a timely manner each year.
5. **FCC Form 474:** The LEA prefers to pay only its discounted share of the cost of the services, therefore, the Service Provider should have the ability to offer discounted billing and invoice the Universal Service Administrative Company (USAC) using the FCC Form 474.
6. **Invoicing:** Invoicing will begin on or after July 1, 2023.
  - a. Equipment may be purchased and installation services may be rendered as early as April 1, 2023, only with written notice from LEA.
  - b. In such cases as mentioned in 6a, the Bidder shall not invoice USAC prior to July 1, 2023.
  - c. Invoices must be reviewed and approved by LEA before the Service Provider submits them to USAC for payment.
7. **Lowest Corresponding Price:** Bidder acknowledges that all pricing in the bid submitted as a result of this bid document is considered the Lowest Corresponding Price (LCP). Any deviation of the LCP must be fully explained in the bid.

8. **Contingency:** The services/project procured using this bid document may be contingent upon the approval of E-rate funding as requested. Services/Products should not be delivered to LEA until a Notice to Proceed has been issued by LEA to the Service Provider.
9. **Right to cancel:** The LEA reserves the right to cancel the services/project regardless of the status of E-rate funding.
10. **Service Substitutions:** Service Substitutions must be approved by USAC prior to installing equipment or starting services.
11. **National Security Risk:** The FCC prohibits the use of Universal Service funding, including E-rate funds, to purchase equipment and services from companies deemed a national security risk. bids that include any of the cited companies on the Federal Communications Commission's webpage at <https://www.fcc.gov/supplychain/coveredlist> will not be considered.

## BACKGROUND

Biggs Unified School District is requesting proposals for network electronics in accordance with E-rate Category 2 funding.

By providing a proposal in response to this RFP, the proposing company agrees to abide by the terms and conditions outlined in the RFP in its entirety. If a conflict in language should arise between a vendor document and this RFP, the language in this RFP shall prevail.

## SCOPE OF SERVICES

The desired scope of services is set forth in the Project Specifications attached to this RFP. The make and model number listed in the Project Specifications reflects the equipment most compatible with the existing environment. Alternate make and models featuring functional equivalence will be considered in line with E-rate program requirements. Proposers featuring alternate options must provide a detailed explanation of how the alternate solution meets functional equivalence.

## LENGTH OF CONTRACT

By providing a proposal according to this RFP, the proposer agrees to extend pricing according to the proposal until the project is completed, not to exceed September 30, 2025. Any increase in industry pricing will not be passed on to LEA.

## SUBMITTAL REQUIREMENTS

1. BUSINESS INFORMATION
  - a. Company name.
  - b. Address.
  - c. Telephone.
  - d. Fax.

- e. Website.
- f. Name and email of main contact.
- g. Federal Tax I.D. Number.
- h. License or Registration Number, if applicable.
- i. FCC Registration Number.
- j. E-rate Service Provider Identification Number.
- k. Type of organization (i.e. corporation, partnership, etc.). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm.

**2. RELEVANT PROJECT EXPERIENCE**

- a. Provide information about prior services furnished by your firm in the last five (5) years on a minimum of five (5) K-12 educational projects, and list the following for each project:
  - i. District name and name of contact person, title, telephone number, and email address to be contacted for a reference.
  - ii. Project name and location.
  - iii. Was the project E-rate funded?
  - iv. Briefly state relevance of projects included for consideration in this RFP.

**SELECTION PROCESS**

Proposals will be subjected to an evaluation and selection process. The first stage will begin with a review of the response to the RFP. A proposal must meet all mandatory modules/functions to be considered. The LEA retains the sole discretion to determine issues of compliance and to determine whether a proposer is responsive, responsible, and qualified.

Proposals not meeting mandatory requirements or found to be incomplete will not be considered. The LEA may disqualify any proposer for any reason without explanation.

- 1. The LEA may choose to ask clarification questions in writing and include the additional information gathered in this process.
- 2. Evaluation and rating of the responses will be based on:
  - a. Information provided by the proposer in their response;
  - b. Information provided by the proposer in response to LEA clarification questions;
  - c. Information from reference checks;
  - d. Experience and performance history of the firm with similar services;
  - e. Experience and results of proposed personnel;
  - f. Technical capabilities and track record;
  - g. Value of services under proposed fees; and
  - h. Overall responsiveness of the proposal.

3. The quality of the response(s) will be evaluated using the following criteria:
  - a. Completeness
  - b. Thoroughness
  - c. Accuracy
  - d. Compliance with proposal instructions
  - e. Organization and conciseness of descriptive text material
  
4. RFP proposals will be rated on the following:
  - a. Pricing (40%)
  - b. Compliant with RFP and District needs (20%)
  - c. Prior Experience with Proposer (20%)
  - d. References (10%)
  - e. Prior E-Rate Experience (10%)

**SCHEDULE**

The LEA reserves the right to change the dates on the schedule without prior notice.

| EVENT  | DATE                                       |
|--|--|
| LEA Publishes RFP  | Feb 9, 2023                                |
| Deadline for Questions from Proposers                          | Mar 2, 2023                                |
| LEA Publishes Addenda and Responses to Proposers on EPC portal | Mar 6, 2023                                |
| Deadline to Submit Proposals                                   | Mar 9, 2023 2:00 p.m. (PST)                |
| Award of Contract  | TBD, prior to close of FCC Form 471 window |

**WE THANK YOU FOR YOUR INTEREST IN THIS PROJECT!**

## PROJECT SPECIFICATIONS

- Functional equivalent devices may be offered in the proposal. If alternate options are offered, the proposer must also include documentation that supports the viability of the alternate solution.
- All proposals must be for new equipment with standard manufacturer warranty. Like-new or refurbished equipment will not be accepted.
- **E-rate eligibility must be specified. This includes items that are partially eligible. In that event, the percent eligibility must be identified.**
- Quantities listed may increase or decrease to a minor degree in order to remain within the E-rate Category 2 budget.
- Installation, configuration and activation services are not required.
- The proposed solution price must include a complete bill of materials, applicable sales tax for Biggs, CA in Butte County, and applicable shipping.

| Qty | Make  | Model    | Item Number       |
|-----|-------|----------|-------------------|
| 1   | Cisco | Router   | C9500-16X-EDU     |
| 1   | Cisco | License  | C9500-DNA-L-A-3Y  |
| 6   | Cisco | Switch   | C9200-48P-EDU     |
| 6   | Cisco | License  | C9200-DNA-E-48-3Y |
| 6   | Cisco | Module   | C9200-NM-4X=      |
| 1   | Cisco | Switch   | C9200-48P-EDU     |
| 1   | Cisco | License  | C9200-DNA-A-48-3Y |
| 1   | Cisco | Module   | C9200-NM-4X=      |
| 33  | Aruba | AP-625   | R7J50A            |
| 33  | Aruba | AP-MNT-B | R3J16A            |
| 1   | Cisco | Switch   | C9500-16X-EDU     |
| 1   | Cisco | License  | C9500-DNA-L-A-3Y  |

**END OF DOCUMENT**