

**Agenda**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**BOARD ROOM – 300 B Street**  
**August 9, 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**

Pgs 4-6    A. June 28, 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
- 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:
- B. RES/MIDDLE SCHOOL PRINCIPAL’S REPORT:
- C. HIGH SCHOOL PRINCIPAL’S REPORT:
- D. M/O/T AND FOOD SERVICE DIRECTOR’S REPORT: (Will be provided under separate cover)
- E. SUPERINTENDENT’S REPORT:

Pg 7 F. CBO’s REPORT:

G. 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 8 A. Approve Inter-District Agreement Request(s) for the 2023-2024 school year

Pgs 9-28 B. Approve AP Vendor Check Register and Purchase Order Listing June 22, 2023 through August 2, 2023

**13. ACTION ITEMS**

Pgs 29-37 A. Approve MOU with Tehama County Teacher Induction Program for 2023-2024. This is funded out of the Educator Effectiveness Block Grant

Pgs 38-75 B. Approve Ag Incentive Grant Application for 2023-2024

Pgs 76-81 C. Adopt the following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E):

- Board Policy 0420.41 - Charter School Oversight
- Exhibit(1) 0420.41 - Charter School Oversight
- Board Policy 1113 - District and School Websites
- Exhibit(1) 1113 - District and School Websites
- Board Policy 4112.2 – Certification
- Administrative Regulation 4112.2 – Certification
- Exhibit(1) 4112.9/4212.9/4312.9 - Employee Notifications
- Board Policy 4140/4240/4340 - Bargaining Units
- Administrative Regulation 4161.1/4361.1 - Personal Illness/Injury Leave
- Administrative Regulation 4261.1 - Personal Illness/Injury Leave
- Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves
- Administrative Regulation 4161.8/4261.8/4361.8 - Family Care and Medical Leave
- Board Policy 5117 - Interdistrict Attendance
- Board Policy 5141.5 - Mental Health
- Board Policy 5141.6 - School Health Services
- Administrative Regulation 5141.6 - School Health Services
- Policy 5145.6 - Parent/Guardian Notifications
- Exhibit(1) 5145.6 - Parent/Guardian Notifications
- Board Policy 5148 - Child Care and Development
- Administrative Regulation 5148 - Child Care and Development
- Board Policy 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities
- Board Policy 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education
- NEW - Board Policy 6173.4 - Education for American Indian Students
- DELETE - Administrative Regulation 6173.4 - Title VI Indian Education Program
- Board Policy 6174 - Education for English Learners
- Administrative Regulation 6174 - Education for English Learners
- Board Bylaw 9322 - Agenda/Meeting Materials

Pg 82 D. Adopt Resolution 2023/2024 #01 to change signatories on the BES ASB Self Help Bank Account

Pgs 83-84 E. Approve contract with Beverly Landers for Consulting Services for the 2023-2024 school year

- Pg 85 F. Approve list of Surplus Vehicles that need to be decommissioned and sold or destroyed
- G. Consumer Confidence Report – Richvale well (Will be provided under separate cover)
- Pgs 86-92 H. Approve Amendment of CBO Contract Salaries and Fringe Benefits for 2023-2025
- Pgs 93-98 I. Approve Agreement with BUTA Bargaining Unit for 2023-2025 including Salary Schedule with Public Disclosure
- Pgs 99-104 J. Approve Agreement with Confidential Classified Unit for 2023-2025 including Salary Schedule with Public Disclosure
- Pgs 105 K. Approve Certificated Management Public Disclosure for 2023-2025
- Pgs106-109 L. Approve Project Wayfinder curriculum in the amount of \$26,676.25
- Pgs110-113 M. Approve MWEA MAP Growth curriculum in the amount of \$6,337.50
- Pgs114-121 N. Approve purchase from Gopher Spark for digital subscription and equipment in the amount of \$19,588.79 from ESSER funds
- Pgs122-125 O. Approve Art/Music Block Grant Amended Plan
- Pgs126-129 P. Approve Learning Recovery Block Grant Amended Plan
- Pg 130 Q. Adopt Resolution 2023/2024 #02 to change signatories on the BHS ASB Self Help Bank Account
- Pgs131-136 R. Approve Agreement with CSEA Bargaining Unit for 2023-2025 including Salary Schedule with Public Disclosure

**14. PERSONNEL ACTION**

- A. Approve hiring Estefania Huerta as a First Grade Teacher at BES effective 8/7/2023
- B. Approve hiring Lilly Baker as the Ag Science Teacher at BHS effective 8/7/2023. Lilly Baker will be a paid Intern through California State University, Chico
- Pgs137-138 C. Approve Agriculture Teacher Extended Year Agreement with Lilly Baker
- Pgs139-140 D. Approve Agriculture Teacher Extended Year Agreement with Stephen Boyes
- E. Approve hiring Joelle Proper as a Sixth Grade Teacher at BES effective 8/7/2023. Joelle Proper will be a paid Intern through California State University, Chico
- F. Approve hiring Francisca Romero Avina as a Substitute Classified Custodian
- G. Approve hiring Cynthia Montes as a Substitute Classified Custodian
- H. Approve hiring Greg Capshew as a Districtwide Light Maintenance/Custodian/Groundsperson
- I. Accept resignation of Kathleen Smith effective September 22, 2023

**15. INFORMATION ITEMS**

- Pgs141-153 A. Actuarial Valuation
- Pg 154 B. 2023-2024 Calendar change
- C. Quarterly Report on Williams Uniform Complaints – No complaints were filed with any school in the district during the last quarter

**16. FUTURE ITEMS FOR DISCUSSION**

**17. ADJOURNMENT**

**Minutes  
BIGGS UNIFIED SCHOOL DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
BOARD ROOM – 300 B Street  
June 28, 2023  
5:00 p.m. Open Session**

**OPEN SESSION**

**CALL TO ORDER** – Vice President Atteberry called the meeting to order at 5:06 p.m.

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

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

**APPROVAL OF AGENDA**

The Board approved the agenda with the following additions: MSCU (Phillips/Avram) 3/0/2

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

Add Action Item 9F: Approve purchase of desks, tables, and chairs from VIRCO for \$108,499.49

Personnel Action Item 10A: Amend line to say, “Kameron Smith will be hired on a Short Term Staff Permit”.

Add Personnel Action Item 10C: Approve hiring Brady Smith as Student Summer Help.

**APPROVAL OF MINUTES**

The Board approved the minutes from the Regular Board Meeting on June 14, 2023 as written. MSCU (Phillips/Avram) 3/0/2

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

**PUBLIC COMMENT**- None

**CONSENT AGENDA:**

The Board approved Consent Agenda Items A and B. MSCU (Avram/Phillips) 3/0/2

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

A.     Approve Inter-District Agreement Request(s) for the 2023-2024 school year.

B.     Approve Purchase Order and Vendor Warrants – April 1, 2023 through June 21, 2023

**REPORTS**

A. SUPERINTENDENT’S REPORT – The paving job at the high school is almost complete. Fairbanks Paving wants to make improvements to the water flow at no charge. They went above and beyond their contract for fixes. Water filling stations are being installed. Fencing starts going up July 1<sup>st</sup>. Summer School attendance has been between 48-60 on average. Three new teachers will be teaching the second session. The First Grade and SDC Teacher positions are still open. We may have to look at closing the SDC program and work with SELPA to place students. There is currently a countywide shortage of SPED teachers. We are interviewing for the Ag Teacher position at the high school next week. There is a statewide Ag teacher shortage. Fourth of July celebrations will be on our football field. Mr. Kaelin is working with the city to ensure the event goes smoothly. A few teachers are going through curriculum to determine whether or not we need to order more supplies. Go Math will extend our current adoption. Student Summer Help hired is focusing on the walnut orchard maintenance. Custodial and ground personnel is working projects around the kids being on campus for Summer School. It will be tricky getting the fencing and playground projects done with student on campus. The Intervention Room at BES will be turned into a Conference Room.

B. BOARD MEMBER REPORTS – None.

**ACTION ITEMS:**

The Board approved Action Items A through F. MSCU (Avram/Phillips) 3/0/2

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

- A. Approve the 2023-2024 LCAP Plan
- B. Adopt Original Budget for 2023/2024
- C. Adopt LCFF Local Indicators
- D. Approve the 2023-2024 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at:

<http://www.cde.ca.gov/fg/aa/co/ca22assurancetoc.asp> Attached is the Consolidated Application for Spring Data Collection.

- E. Approve Butte County Office of Education Contract Services Agreement
- F. Approve purchase of desks, tables, and chairs from VIRCO for \$108,499.49

**PERSONNEL ACTION ITEMS:**

The Board approved Personnel Action Items A-C. MSCU (Phillips/Avram) 3/0/2

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

- A.     Approve Kameron Smith as Sixth Grade Teacher at Biggs Elementary School. Kameron Smith will be hired ~~as an Intern in partnership with California State University, Chico~~ on a Short Term Staff Permit.
- B.     Approve Caleb Johnson as Third Grade Teacher at Biggs Elementary School
- C.     Approve hiring Brady Smith as Student Summer Help

**INFORMATION ITEMS** – None

**FUTURE ITEMS FOR DISCUSSION** – None

**The Board adjourned into Closed Session at 5:27 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 6:25 p.m. and reconvened to Open Session at 6:25 p.m.**

**ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION** – Vice President Atteberry announced that the Superintendent was given directions on negotiations with bargaining units.

**ADJOURNMENT – 6:25 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.

**CBO REPORT**  
**One-time Funds Update**  
**As of 8/1/2023**

	<u>Allocation</u>	<u>Expended</u>	<u>Encumbered</u>	<u>Balance</u>	Remarks
ESSER II	1,056,308	966,370	89,938	(0.0)	9/30/2023
ESSER III	2,374,519	418,605	1,093,626	862,288	9/30/2024
ELO Grant	214,717	103,252	13,181	98,284	9/30/2024
Educator Effectiveness	161,303	9,049	35,000	117,254	6/30/2026
A-G Completion	150,000	-	20,371	129,629	6/30/2026
ELOP	445,851	67,468	190,922	187,461	on going
Kitchen Infrastructure/Training	172,622			172,622	6/30/2025
Arts, Music, Instr. Mat	310,873	-	95,500	215,373	6/30/2026
Learning Recovery	624,461	-	50,000	574,461	6/30/2028
Prop 28 Art Education Funding	81,379	-	-	81,379	TBD
<b>TOTAL</b>	<b>\$ 5,592,033</b>	<b>\$ 1,564,744</b>	<b>\$ 1,588,538</b>	<b>\$ 2,438,751</b>	

## Expenditure Timeline

9/30/2024	960,573
6/30/2025	172,622
6/30/2026	462,256
6/30/2028	574,461
On-going	187,461
TBD- new	81,379
<b>Total</b>	<b>\$ 2,438,751</b>

*Remarks:*

ESSER III- Plan deadline 9/30/2023

Learning Recovery- reduction of future apportionment by \$105,050

# BIGGS UNIFIED SCHOOL DISTRICT

Meeting Date: August 9, 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.

<u>2023-2024 School Year</u>	<u>From:</u>	<u>To:</u>	<u>Action</u>	<u>New/Ongoing:</u>
1. (2 <sup>nd</sup> Grade)	Princeton	Biggs	Accept	Ongoing
2. (7 <sup>th</sup> Grade)	Palermo	Biggs	Accept	Ongoing
3. (4 <sup>th</sup> Grade)	Palermo	Biggs	Accept	Ongoing
4. (8 <sup>th</sup> Grade)	Oro Elementary	Biggs	Accept	Ongoing
5. (7 <sup>th</sup> Grade)	Oro Elementary	Biggs	Accept	New
6. (8 <sup>th</sup> Grade)	Oro Elementary	Biggs	Accept	Ongoing
7. (7 <sup>th</sup> Grade)	Gridley	Biggs	Accept	Ongoing
8. (11 <sup>th</sup> Grade)	Gridley	Biggs	Accept	Ongoing
9. (Kindergarten)	Gridley	Biggs	Accept	New
10. (1 <sup>st</sup> Grade)	Gridley	Biggs	Accept	Ongoing
11. (10 <sup>th</sup> Grade)	Gridley	Biggs	Accept	Ongoing
12. (5 <sup>th</sup> Grade)	Gridley	Biggs	Accept	Ongoing
13. (3 <sup>rd</sup> Grade)	Gridley	Biggs	Accept	Ongoing
14. (2 <sup>nd</sup> Grade)	Gridley	Biggs	Accept	Ongoing
15. (10 <sup>th</sup> Grade)	Gridley	Biggs	Accept	Ongoing
16. (5 <sup>th</sup> Grade)	Gridley	Biggs	Accept	Ongoing
17. (Kindergarten)	Biggs	Brittan	Release	New
18. (12 <sup>th</sup> Grade)	Biggs	Live Oak	Release	Ongoing
19. (3 <sup>rd</sup> Grade)	Biggs	Live Oak	Release	Ongoing
20. (5 <sup>th</sup> Grade)	Biggs	Live Oak	Release	New
21. (7 <sup>th</sup> Grade)	Biggs	Oro Elementary	Release	Ongoing
22. (12 <sup>th</sup> Grade)	Biggs	Gridley	Release	Ongoing
23. (12 <sup>th</sup> Grade)	Biggs	Gridley	Release	Ongoing
24. (4 <sup>th</sup> Grade)	Biggs	Gridley	Release	Ongoing
25. (2 <sup>nd</sup> Grade)	Biggs	Gridley	Release	Ongoing
26. (8 <sup>th</sup> Grade)	Biggs	Gridley	Release	Ongoing
27. (Kindergarten)	Biggs	Gridley	Release	New
28. (10 <sup>th</sup> Grade)	Biggs	Gridley	Release	New
29. (Kindergarten)	Biggs	Gridley	Release	New
30. (8 <sup>th</sup> Grade)	Biggs	Gridley	Deny	New
31. (10 <sup>th</sup> Grade)	Biggs	Gridley	Deny	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

Meeting Date: August 9, 2023

Item Number: 12 B

Item Title: Approve AP Vendor Check Register and Purchase Order Listing

Presenter: Moneek Graves, Fiscal Assistant

Attachment: AP Vendor Check Register & Purchase Order Listing for  
June 22, 2023 through August 3, 2023

Item Type:  Consent Agenda  Action  Report  Work Session  Other

Background/Comments:

The AP Vendor Check Register and Purchase Order totals are as attached.

Fiscal Impact:

As indicated.

Recommendation:

Approve.

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-262184	500.00	Printed	73		MARCI MUNANUI (MARCI MUNAN - Payee)
3005-262185	68.41	Printed	01		Locey, Charlene R (000167 - Emp)
3005-262186	140.50	Printed	01		Loftin, Tammie (000260 - Emp)
3005-262187	53.13	Printed	01		Strattard, John (001201 - Emp)
3005-262188	458.42	Printed	01		ALHAMBRA SIERRA SPRINGS (100070/1)
3005-262189	63.84	Printed	01		PACIFIC STORAGE COMPANY AMERICAN MOBILE SHREDDING (100075/1)
3005-262190	40.00	Printed	01		BUCKMASTER OFFICE SOLUTIONS (100112/1)
3005-262191	298.93	Printed	01		BUTTE AUTO PARTS (100115/1)
3005-262192	195.00	Printed	01		BUTTE COUNTY SHERRIF S OFFICE RECORDS DIVISION (100125/1)
3005-262193	209.00	Printed	01		CA STATE DEPT OF JUSTICE ACCOUNTING OFFICE (100132/1)
3005-262194	146.88	Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-262195	2,252.25	Printed	01		CDW GOVERNMENT INC (100151/1)
3005-262196	144.00	Printed	01		CHICO RENT-A-FENCE (100158/1)
3005-262197	122.39	Printed	01		CINTAS CORPORATION NO. 2 (100749/1)
3005-262198	8,414.98	Printed	01		CITY OF BIGGS (100164/1)
3005-262199	1,500.00	Printed	01		CSU CHICO REGIONAL & CONT ED (100563/1)
3005-262200	5,573.05	Printed	13		DANIELSEN COMPANY (100182/1)
3005-262201	3,124.80	Printed	01		FRRPD (100707/1)
3005-262202	184.00	Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-262203	1,872.00	Printed	01		ITSAVVY (100273/1)
3005-262204	665.50	Printed	01		J C NELSON SUPPLY CO (100275/1)
3005-262205	3,330.93	Printed	01		Jeffs Truck Service And Power Inc, (100850/1)
3005-262206	480.47	Printed	01		LAKEVIEW PETROLEUM CO. (100304/2)
3005-262207	269.96	Printed	01		Jane Little (100731/1)
3005-262208	48.80	Printed	01		MJB SALES & SERVICE (100336/1)
3005-262209	2,235.30	Printed	01		PG&E (100369/1)
3005-262210	4,303.94	Printed	01		Piper, Inc. (100843/1)
3005-262211	1,032.15	Printed	13		PRO PACIFIC FRESH (100376/1)
3005-262212	95.00	Printed	01		RIGHT WAY PEST CONTROL (100393/1)
3005-262213	775.52	Printed	01		SFS OF SACRAMENTO, INC (100443/2)
3005-262214	125.09	Printed	01		The Hose Shop (100807/1)
3005-262215	188.02	Printed	01		Pape' Machinery, Inc. (100836/1)

Number	Amount Status	Fund	Cancel Register Id	Payee
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38,912.26                      Number of Items                      32    Totals for Register 000431

**2023 FUND-OBJ Expense Summary / Register 000431**

01-4300	8,916.69	
01-4303	480.47	
01-4700	2,161.56	
01-5200	1,535.60	
01-5502	8,414.98	
01-5503	2,235.30	
01-5606	40.00	
01-5800	5,519.06	
01-5807	404.00	
01-5808	95.00	
01-6400	3,330.93	
01-9110*		33,133.59-
<b>Totals for Fund 01</b>	<b>33,133.59</b>	<b>33,133.59-</b>
13-4300	163.75	
13-4700	5,114.92	
13-9110*		5,278.67-
<b>Totals for Fund 13</b>	<b>5,278.67</b>	<b>5,278.67-</b>
73-9110*		500.00-
73-9150	500.00	
<b>Totals for Fund 73</b>	<b>500.00</b>	<b>500.00-</b>
<b>Totals for Register 000431</b>	<b>38,912.26</b>	<b>38,912.26-</b>

\* denotes System Generated entry

**Net Change to Cash 9110                      38,912.26- Credit**

Register 000432 - 06/29/2023

Bank Account COUNTY - US Bank

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-262900	150.00	Printed	73		Cody Roles (Cody Roles - Payee)
3005-262901	103.90	Printed	01		Graves, Moneek S (001383 - Emp)
3005-262902	474.48	Printed	01		AT&T (100086/1)
3005-262903	107.87	Printed	01		BENCHMARK EDUCATION (100098/1)
3005-262904	14.52	Printed	01		BI-COUNTY IRRIGATION (100498/1)
3005-262905	80.00	Printed	01		BUTTE COUNTY SELPA (100124/1)
3005-262906	1,491.42	Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-262907	345.95	Printed	01		CHRISTENSEN TELECOMMUNICATIONS (100163/1)
3005-262908	62.75	Printed	13		DANIELSEN COMPANY (100182/1)
3005-262909	647.00	Printed	01		Electro-Mech Scoreboard Co. (100832/1)
3005-262910	34.00	Printed	01		FGL ENVIRONMENTAL (100221/1)
3005-262911	1,004.95	Printed	01		GOLD COUNTRY BANK CARD SERVICE CENTER (100235/1)
3005-262912	400.00	Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-262913	454.95	Printed	01		J C NELSON SUPPLY CO (100275/1)
3005-262914	108.25	Printed	01		JIMMYS CUSTOM TROPHIES (100282/1)
3005-262915	2,654.43	Printed	01		LAKEVIEW PETROLEUM CO. (100304/2)
3005-262916	191.41	Printed	01		Lifeguard Store Inc (100311/2)
3005-262917	281.00	Printed	01		Jane Little (100731/1)
3005-262918	335.66	Printed	01		MACS MARKET (100318/1)
3005-262919	116.14	Printed	01		OFFICE DEPOT (100358/1)
3005-262920	209.11	Printed	01		PRO PACIFIC FRESH (100376/1)
3005-262921	278.57	Printed	01		Stewart Signs (100808/1)

9,546.36

Number of Items

22 Totals for Register 000432

2023 FUND-OBJ Expense Summary / Register 000432

01-4200	107.87	
01-4300	4,493.87	
01-4303	2,654.43	
01-4700	209.11	
01-5200	117.05	
01-5800	876.80	
01-5900	474.48	
01-9110*		8,933.61-

Selection Sorted by Check Number, Include Address:No, Filtered by (Org = 6, Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Starting Check Date = 6/22/2023, Ending Check Date = 8/3/2023, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )

ESCAPE ONLINE

Page 1 of 2

2023 FUND-OBJ Expense Summary / Register 000432 (continued)

<b>Totals for Fund 01</b>	<b>8,933.61</b>	<b>8,933.61-</b>
13-4700	462.75	
13-9110*		462.75-
<b>Totals for Fund 13</b>	<b>462.75</b>	<b>462.75-</b>
73-5800	150.00	
73-9110*		150.00-
<b>Totals for Fund 73</b>	<b>150.00</b>	<b>150.00-</b>
<b>Totals for Register 000432</b>	<b>9,546.36</b>	<b>9,546.36-</b>

\* denotes System Generated entry

**Net Change to Cash 9110                      9,546.36- Credit**

Register 000433 - 07/13/2023

Bank Account COUNTY - US Bank

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-264212	461.19	Printed	01		MENDOCINO UNIFIED SCHOOL DISTR ICT (MENDOCINO U - Payee)
3005-264213	68.55	Printed	01		Solis, Javier J (001057 - Emp)
3005-264214	82.25	Printed	01		Graves, Moneek S (001383 - Emp)
3005-264215	15,000.00	Printed	01		ACELLUS LEARNING SERVICES (100062/1)
3005-264216	240.85	Printed	01		ALHAMBRA SIERRA SPRINGS (100070/1)
3005-264217	2,346.15	Printed	01		ANDES POOL SUPPLY (100077/1)
3005-264218	183.02	Printed	01		CA Department of Tax & Fee Ad (100762/1)
3005-264219	1,750.00	Printed	01		CASBO PROFESSIONAL DEVELOPMENT ACCOUNTS RECEIVABLE (100148/1)
3005-264220	3.64	Printed	01		CENTURYLINK COMMUNICATIONS (100153/1)
3005-264221	8,276.67	Printed	01		CITY OF BIGGS (100164/1)
3005-264222	8,601.22	Printed	01		CONTINENTAL ATHLETICS (100170/1)
3005-264223	4,002.25	Printed	01		FRONTLINE TECHNOLOGIES GROUP (100231/1)
3005-264224	211.83	Printed	01		OFFICE DEPOT (100358/1)
3005-264225	1,309.07	Printed	01		RECOLOGY BUTTE COLUSA (100384/1)
3005-264226	4,500.00	Printed	01		School Innovations & Achieveme nt (100811/1)
3005-264227	472.17	Printed	01		TPX COMMUNICATIONS (100764/1)
3005-264228	1,429.60	Printed	01		U S BANK OFFICE EQUIP FINANCE SERVICES (100458/1)
3005-264229	199.88	Printed	01		VERIZON WIRELESS (100467/1)

49,138.34

Number of Items

18 Totals for Register 000433

2024 FUND-OBJ Expense Summary / Register 000433

01-4300	1,971.95	
01-4303	78.96	
01-4400	2,396.66	
01-5300	5,752.25	
01-5502	3,355.40	
01-5504	1,122.06	
01-5606	1,429.60	
01-5800	20,727.04	
01-5900	472.17	
01-8660	104.06	
01-9110*		49,138.34-
01-9510*	11,728.19	

2024 FUND-OBJ Expense Summary / Register 000433 (continued)

Totals for Register 000433	49,138.34	49,138.34-
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2023 FUND-OBJ Summary / Register 000433

01-4300	1,597.97	
01-4400	4,818.42	
01-5502	4,921.27	
01-5504	187.01	
01-5900	203.52	
01-9529*		11,728.19-
<b>Total for Fiscal Year 2023 and Fund 01</b>	<b>11,728.19</b>	<b>11,728.19-</b>
01-4300	1,971.95	
01-4303	78.96	
01-4400	2,396.66	
01-5300	5,752.25	
01-5502	3,355.40	
01-5504	1,122.06	
01-5606	1,429.60	
01-5800	20,727.04	
01-5900	472.17	
01-8660	104.06	
01-9110*		49,138.34-
01-9510*	11,728.19	
<b>Total for Fiscal Year 2024 and Fund 01</b>	<b>49,138.34</b>	<b>49,138.34-</b>
<b>Totals for Register 000433</b>	<b>60,866.53</b>	<b>60,866.53-</b>

\* denotes System Generated entry

<b>Net Change to Cash 9110</b>	<b>49,138.34- Credit</b>
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Number	Amount Status	Fund	Cancel Register Id	Payee
3005-264522	15,489.00 Printed	01		Clancy Spa & Pool (100852/1)
3005-264523	47,600.00 Printed	01		Uniq Steel, Inc. (100847/1)

63,089.00                      Number of Items                      2    Totals for Register 000434

2024 FUND-OBJ Expense Summary / Register 000434		
01-9110*		63,089.00-
01-9510*	63,089.00	
<b>Totals for Register 000434</b>	<b>63,089.00</b>	<b>63,089.00-</b>

2023 FUND-OBJ Summary / Register 000434		
01-4300	15,489.00	
01-6170	47,600.00	
01-9529*		63,089.00-
<b>Total for Fiscal Year 2023 and Fund 01</b>	<b>63,089.00</b>	<b>63,089.00-</b>
01-9110*		63,089.00-
01-9510*	63,089.00	
<b>Total for Fiscal Year 2024 and Fund 01</b>	<b>63,089.00</b>	<b>63,089.00-</b>
<b>Totals for Register 000434</b>	<b>126,178.00</b>	<b>126,178.00-</b>

\* denotes System Generated entry

Net Change to Cash 9110                      63,089.00- Credit



2024 FUND-OBJ Summary / Register 000434 (continued)

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Number	Amount Status	Fund	Cancel Register Id	Payee
3005-264524	208.15 Printed	01		BUTTE AUTO PARTS (100115/1)
3005-264525	32.00 Printed	01		CA STATE DEPT OF JUSTICE ACCOUNTING OFFICE (100132/1)
3005-264526	138.04 Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-264527	758.10 Printed	01		CompuGroup Medical, Inc (100796/1)
3005-264528	1,177.00 Printed	01		DOCUMENT TRACKING SERVICES (100196/1)
3005-264529	10,120.00 Printed	01		AERIES Software (100200/2)
3005-264530	1,443.47 Printed	01		HAYDEN FIRE PROTECTION (100253/1)
3005-264531	250.50 Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-264532	54.43 Printed	01		MACS MARKET (100318/1)
3005-264533	210.00 Printed	01		North State Water System (100827/1)
3005-264534	243.07 Printed	01		ROBERT D SEBRING JR PREMIER GRAD PRODUCTS (100416/1)
3005-264535	272.66 Printed	01		PRO PACIFIC FRESH (100376/1)
3005-264536	262.50 Printed	01		STLR dba Ryland (100804/1)
3005-264537	430.52 Printed	01		STERLING DEARMOND (100741/1)
3005-264538	674.13 Printed	01		SFS OF SACRAMENTO, INC (100443/2)

16,274.57

Number of Items

15 Totals for Register 000435

2024 FUND-OBJ Expense Summary / Register 000435		
01-4300	399.24	
01-4700	986.74	
01-5800	11,297.00	
01-9110*		16,117.07-
01-9510*	3,434.09	
<b>Totals for Fund 01</b>	<b>16,117.07</b>	<b>16,117.07-</b>
13-4700	157.50	
13-9110*		157.50-
<b>Totals for Fund 13</b>	<b>157.50</b>	<b>157.50-</b>
<b>Totals for Register 000435</b>	<b>16,274.57</b>	<b>16,274.57-</b>

2023 FUND-OBJ Summary / Register 000435		
01-3701	430.52	
01-4300	297.50	
01-5800	2,674.07	

2023 FUND-OBJ Summary / Register 000435 (continued)

01-5807	32.00	
01-9529*		3,434.09-
<b>Total for Fiscal Year 2023 and Fund 01</b>	<b>3,434.09</b>	<b>3,434.09-</b>
01-4300	399.24	
01-4700	986.74	
01-5800	11,297.00	
01-9110*		16,117.07-
01-9510*	3,434.09	
<b>Totals for Fund 01</b>	<b>16,117.07</b>	<b>16,117.07-</b>
13-4700	157.50	
13-9110*		157.50-
<b>Totals for Fund 13</b>	<b>157.50</b>	<b>157.50-</b>
<b>Total for Fiscal Year 2024</b>	<b>16,274.57</b>	<b>16,274.57-</b>
<b>Totals for Register 000435</b>	<b>19,708.66</b>	<b>19,708.66-</b>

\* denotes System Generated entry

**Net Change to Cash 9110                      16,274.57- Credit**

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-265049	1,836.26 Printed	01		PG&E (100369/1)
3005-265050	49,450.00 Printed	01		Uniq Steel, Inc. (100847/1)

51,286.26                      Number of Items                      2    Totals for Register 000436

2024 FUND-OBJ Expense Summary / Register 000436		
01-5503	1,836.26	
01-9110*		51,286.26-
01-9510*	49,450.00	
<b>Totals for Register 000436</b>	<b>51,286.26</b>	<b>51,286.26-</b>

2023 FUND-OBJ Summary / Register 000436		
01-6170	49,450.00	
01-9529*		49,450.00-
<b>Total for Fiscal Year 2023 and Fund 01</b>	<b>49,450.00</b>	<b>49,450.00-</b>
01-5503	1,836.26	
01-9110*		51,286.26-
01-9510*	49,450.00	
<b>Total for Fiscal Year 2024 and Fund 01</b>	<b>51,286.26</b>	<b>51,286.26-</b>
<b>Totals for Register 000436</b>	<b>100,736.26</b>	<b>100,736.26-</b>

\* denotes System Generated entry

**Net Change to Cash 9110                      51,286.26- Credit**

2024 FUND-OBJ Summary / Register 000436 (continued)

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Number	Amount Status	Fund	Cancel Register Id	Payee
3005-265468	199.20 Printed	01		A Z Bus Sales Inc (100057/4)

199.20                      Number of Items                      1    Totals for Register 000437

**2024 FUND-OBJ Expense Summary / Register 000437**

01-9110*		199.20-
01-9510*	199.20	
<b>Totals for Register 000437</b>	<b>199.20</b>	<b>199.20-</b>

**2023 FUND-OBJ Summary / Register 000437**

01-4300	199.20	
01-9529*		199.20-
<b>Total for Fiscal Year 2023 and Fund 01</b>	<b>199.20</b>	<b>199.20-</b>
01-9110*		199.20-
01-9510*	199.20	
<b>Total for Fiscal Year 2024 and Fund 01</b>	<b>199.20</b>	<b>199.20-</b>
<b>Totals for Register 000437</b>	<b>398.40</b>	<b>398.40-</b>

\* denotes System Generated entry

**Net Change to Cash 9110                      199.20- Credit**

2024 FUND-OBJ Summary / Register 000437 (continued)

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Number	Amount Status	Fund	Cancel Register Id	Payee
3005-265469	125.00 Printed	01		Biggs High School (Biggs High - Payee)
3005-265470	10,965.01 Printed	01		Beverly Landers (100854/1)
3005-265471	1,500.00 Printed	13		BUTTE COUNTY PUBLIC HEALTH DIV OF ENVIRONMENTAL HEALTH (100123/1)
3005-265472	388.18 Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-265473	65,150.00 Printed	01		Fairbanks Paving Company (100853/1)
3005-265474	631.86 Printed	01		GAYNOR TELESYSTEMS (100233/1)
3005-265475	148.19 Printed	01		Jane Little (100731/1)
3005-265476	135.68 Printed	01		Pitney Bowes Inc (100371/2)
3005-265477	218.06 Printed	01		PRO PACIFIC FRESH (100376/1)
3005-265478	95.00 Printed	01		RIGHT WAY PEST CONTROL (100393/1)

79,356.98

Number of Items

10 Totals for Register 000438

2024 FUND-OBJ Expense Summary / Register 000438

01-4300	1,668.38	
01-4400	125.00	
01-4700	218.06	
01-5600	135.68	
01-5800	10,464.86	
01-5808	95.00	
01-6200	65,150.00	
01-9110*		77,856.98-
<b>Totals for Fund 01</b>	<b>77,856.98</b>	<b>77,856.98-</b>
13-5800	1,500.00	
13-9110*		1,500.00-
<b>Totals for Fund 13</b>	<b>1,500.00</b>	<b>1,500.00-</b>
<b>Totals for Register 000438</b>	<b>79,356.98</b>	<b>79,356.98-</b>

\* denotes System Generated entry

Net Change to Cash 9110

79,356.98- Credit



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Register 000439 - 08/01/2023

Bank Account COUNTY - US Bank

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-265693	166.20 Printed	01		A Z Bus Sales Inc (100057/4)
3005-265694	4,276.80 Printed	01		CatapultK12 (100728/1)
3005-265695	500.00 Printed	01		Demsey, Filliger & Assoc., LLC (100188/1)
3005-265696	4,074.79 Printed	01		FOLLETT SCHOOL SOLUTIONS INC (100227/1)
3005-265697	2,087.30 Printed	01		GOLD COUNTRY BANK CARD SERVICE CENTER (100235/1)
3005-265698	6,337.50 Printed	01		NWEA (100819/1)

17,442.59

Number of Items

6 Totals for Register 000439

2024 FUND-OBJ Expense Summary / Register 000439		
01-4300	1,433.50	
01-5200	820.00	
01-5800	15,189.09	
01-9110*		17,442.59-
<b>Totals for Register 000439</b>	<b>17,442.59</b>	<b>17,442.59-</b>

\* denotes System Generated entry

Net Change to Cash 9110

17,442.59- Credit

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2024 FUND-OBJ Expense Summary / Register 000439 (continued)

325,245.56

Number of Items

108 Totals for Org 006 - Biggs Unified School District



## MEMORANDUM OF UNDERSTANDING

### I. General

This Memorandum of Understanding (MOU) is between the **Tehama County Department of Education**, serving as the Local Education Agency ("LEA") for the **Tehama County Department of Education Teacher Induction Program/Career Technical Education (CTE) Program** ("PROGRAM"), and **the county office of education, district, employing agency, or independent charter school** ("DISTRICT") signing below. Throughout the MOU, new teachers are referred to as "Candidates" and veteran teachers are referred to as "Mentors." The term of this MOU commences on **July 1, 2023**, and terminates on **June 30, 2024**.

### II. Purpose

The purpose of the MOU is to establish a formal working relationship between the DISTRICT, LEA, and the PROGRAM. The PROGRAM will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Programs: General Education Clear Credential Program, Education Specialist Clear Credential Program, and the Designated Subjects Career Technical Education Preliminary and Clear Credential Programs.

### III. Eligibility

Eligible Candidates are those hired within the following credential and program categories:

- **Preliminary Credential Program:** Designated Subjects (CTE) Candidates who meet the industry experience and pre-requisite CCTC requirements
- **Clear Credential Program:** Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential, Out of State and Out of Country trained teachers, and Designated Subjects (CTE) Candidates

### IV. LEA and PROGRAM Responsibilities

1. Establish a program model in alignment with California Teacher Induction Standards to ensure PROGRAM accreditation status through the California Commission on Teacher Credentialing (CCTC) Accreditation System.
2. Submit accreditation reports and fees as required by CCTC.
3. Employ a PROGRAM Administrator whose primary duty is to administer the PROGRAM and employ Support Staff.

4. Provide office support services for the PROGRAM, including, but not limited to, mail service, phone, fax, internet services, technology support, and meeting space for PROGRAM activities.
5. Provide sufficient and appropriate workspace for the PROGRAM Administrator and PROGRAM Support Staff.
6. Provide business and legal services required for PROGRAM implementation.
7. Provide a process for equitable distribution of support, formative assessment, and credential services to Candidates and Mentors in all participating DISTRICTS within the region.
8. Provide optional professional development for Candidates and Mentors.
9. Employ Coaches whose primary duty is to support Mentors and Candidates in meeting PROGRAM requirements.
10. Develop and provide ongoing training and support for Mentors.
11. Advise Candidates of an Early Completion Option for "experienced and exceptional" candidates.
12. Arrange for and monitor California State University, Chico, and Simpson University Continuing Education Units for Candidates and Mentors.
13. Submit Clear Credential recommendations to the CCTC for Candidates who have successfully completed the requirements of the PROGRAM.
14. Inform Candidates of the completion of requirements for the Clear General Education Credentials (Multiple and/or Single Subject), Preliminary and Clear Designated Subjects Career Technical Education Credentials, and/or Clear Education Specialist Credentials.
15. Inform the DISTRICT of the Candidate's and Mentor's progress toward completion of PROGRAM requirements.
16. Convene PROGRAM Regional Advisory Council meetings a minimum of two times per year and Leadership Team meetings a minimum of two times per year to engage stakeholders in the decision-making process and to support the continuous improvement of services provided to Mentors and Candidates.
17. Administer Mid-Year and End-of-Year surveys to Site Administrators, Mentors, and Candidates for the purpose of PROGRAM evaluation.
18. Assume overall fiscal responsibility for the administration of the PROGRAM budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or California Department of Education (CDE).
19. In the event of program closure, TCDE will offer a teach-out plan, which includes individual transition plans for each Candidate, as well as a plan for Candidates to access their student records.

## **V. DISTRICT Responsibilities**

1. Appoint a DISTRICT Coordinator whose assignment includes dedicated time to fulfill the DISTRICT Coordinator's roles and responsibilities.
2. Upon hire, identify and enroll all Candidates who are eligible for PROGRAM services, as described by state guidelines
3. Communicate to all site administrators the need to support program participants through program work and employer input in the Candidates' development of an Individual Learning Plan (ILP) within 60 days of hire, through collaborative goal-

setting meetings at the start of each inquiry and through a mid-year check-in meeting.

4. Employer will Provide Candidates and Mentors release time (at the expense of the DISTRICT) to support participants in formal and informal observations (a minimum of one per semester) and/or observations of colleagues. Employer understands that the ILP is used to guide professional development and not for the purpose of teacher evaluation or employment decisions.
5. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
6. Provide newly-hired teachers with a DISTRICT Orientation.
7. Assign a qualified Mentor to each eligible Candidate within 30 days of the Candidate's enrollment in the PROGRAM.
8. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
  - a. Hold a Clear Credential which is a match to that of the Credential Candidate (exceptions may be made for Career Technical Education).
  - b. Have 3 or more years of effective teaching experience.
  - c. Display best practices in providing "just-in-time" (as needed) and longer-term analysis of teaching practice to help candidates develop enduring professional skills
  - d. Are committed to attend coaching/Mentor trainings, meetings and to meet weekly with Candidates
  - e. Have the ability, willingness, and flexibility to meet the Candidate's needs for support.
  - f. Display willingness to work collaboratively with colleagues and regional TTIP staff
  - g. Embrace a positive attitude and disposition towards students and teaching
  - h. Develop a sustained and thoughtful collegial relationship with Candidates
  - i. Demonstrate leadership skills, curriculum expertise, and knowledge of district resources
  - j. Serve as a role model for the teaching profession
9. Assure the PROGRAM that the Mentor assigned to the candidate does not have any supervisory role or responsibilities over the Candidate they are assigned to mentor.
10. Provide Mentors compensated time to participate in the PROGRAM Mentor training on observation protocol, learning focused conversations, "just-in-time" coaching and one-to-one consultations with Candidates(s)
11. The District Coordinator will communicate PROGRAM requirements and Expectations of Site Administrators to Site Administrators with Candidates enrolled in the PROGRAM.
12. Notify PROGRAM staff within 10 business days of any changes in the employment status, leaves of absence, or changes in teaching assignment of the enrolled Candidate(s) and Mentor(s).
13. Notify PROGRAM staff of a need for a Mentor reassignment.

14. Notify PROGRAM staff of any Candidate who discontinues PROGRAM participation (Table C: 2023-2024 Refund Schedule).
15. Participate in PROGRAM evaluation by providing feedback via the Site Administrator Mid-Year and End-of-Year surveys.
16. Participate in the CCTC Accreditation Cycle (Site Review interviews, etc.) as needed.
17. DISTRICT appoints a minimum of one liaison to serve on the PROGRAM'S Regional Advisory Council. The liaison(s) should be a designee authorized by the DISTRICT to fulfill the roles and responsibilities assigned to him or her. The liaison supports the PROGRAM by providing ongoing updates, communication, and information to and from the DISTRICT.
18. The DISTRICT will assume financial responsibility of all PROGRAM Fees for each Candidate enrolled in the PROGRAM. Refer to Table A: 2023-2024 Fee Schedule.
19. The PROGRAM may provide a refund to the DISTRICT in the event that a Candidate discontinues PROGRAM participation. Refer to Table C: 2023-2024 Refund Schedule.

## **VI. Non-Discrimination Clause**

Any service provided by either party pursuant to this agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, ethnicity, ethnic group identification, ancestry, age marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex or sexual orientation in accordance with all applicable Federal and State laws and regulations. TCDE and DISTRICT agree to make all personnel decisions without unlawful discrimination, including decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.

Each party hereto agrees to hold harmless and to indemnify the other party, its officers and employees, against liability for damages for death or bodily injury to persons, injury to property, or any other loss, damage or expense arising from the negligence, willful misconduct or omission of the party which committed the act, and while acting under the terms and conditions of the Agreement. Should any action be brought to enforce any of the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees. Both parties, as certified by the signatures below, agree to the provisions of this Agreement:



**VII. Program Participation Options \*\*MUST SELECT AN OPTION\*\***

The DISTRICT will select one of the following options (check next to either Option A or Option B). Both options require full participation in the Tehama Teacher Induction Program (TTIP) by all participants. Billing will occur in November.

Option A: TTIP Pays Mentor (see fee schedule)

Option B: The DISTRICT pays mentor (see fee schedule)

  
\_\_\_\_\_  
RICHARD DUVARNEY, Superintendent  
Tehama County Department of Education

5-9-23  
\_\_\_\_\_  
Date

*Doug Kaelin*  
\_\_\_\_\_  
Superintendent/Clerk/Authorized Agent

Doug Kaelin  
\_\_\_\_\_  
Print Name

Biggs Unified  
\_\_\_\_\_  
District Name

07/28/2023 13:48 UTC  
\_\_\_\_\_  
Date

<p align="center"><b>2023-2024 Fee Schedule</b></p>	<p align="center"><b>Option A TTIP Pays Mentor (includes \$1,700 mentor stipend)</b></p>	<p align="center"><b>Option B District Pays Mentor</b></p>
<p><b>Clear Credential Program</b></p> <ul style="list-style-type: none"> <li>Includes enrollment of one Candidate in one or more of the following programs: Clear Multiple Subject Credential, Clear Single Subject Credential, and Clear Education Specialist Credential, or</li> <li>Includes enrollment of one Candidate in the Clear Designated Subjects (CTE) credential program</li> </ul>	<p><b>Enrollment fee before</b> <b>9-2-23: \$4,200</b></p> <p><b>Enrollment fee after</b> <b>9-3-23: \$4,400</b></p>	<p><b>Enrollment fee before</b> <b>9-2-23: \$2,500</b></p> <p><b>Enrollment fee after</b> <b>9-3-23: \$2,700</b></p>
<p><b>Dual Credential Program</b></p> <ul style="list-style-type: none"> <li>Includes enrollment of one Candidate in one or more of the following programs: Clear Multiple Subject Credential, Clear Single Subject Credential, or Clear Education Specialist Credential, and a concurrent enrollment in a Clear Designated Subjects (CTE) credential program</li> </ul>	<p><b>\$4,450 per year</b></p>	<p><b>\$2,750 per year</b></p>
<p><b>Early Completion Option Program</b></p> <ul style="list-style-type: none"> <li>The Candidate must be an experienced and exceptional teacher, and must meet the program criteria to gain admission in the Early Completion Option (ECO) Program</li> </ul>	<p><b>\$4,450 per year</b></p>	<p><b>\$2,750 per year</b></p>
<p><b>Preliminary Credential Program - Designated Subjects (CTE)</b></p> <ul style="list-style-type: none"> <li>Includes support with the completion and submission of form 41-4</li> <li>Includes appraisal of requirements for the preliminary and clear credentials</li> </ul>	<p><b>\$250 one-time fee</b></p>	

<p><b>Second Clear Credential Program - Designated Subjects (CTE)</b></p> <ul style="list-style-type: none"> <li>• Includes enrollment of one Candidate in a self-paced independent study Designated Subjects (CTE) Program</li> <li>• The Candidate must hold a Clear General Education or Clear Education Specialist Credential</li> </ul>	<p><b>\$750 one-time fee</b></p>
<p><b>Extended Year Credential Program</b></p> <ul style="list-style-type: none"> <li>• If the Candidate goes beyond the two-year program due to lack of progress or missing requirements, an additional fee of \$1000 per year, per Candidate will be applied. Additional yearly fees may apply if a Mentor is assigned to support the Candidate beyond the two-year program. Additional fees will be based on the length of mentoring recommended to support program completion.</li> </ul>	<p><b>\$1000 per year</b></p> <p><b>Mentor Stipend Fee (if needed): \$1,700 per year</b></p>

<b>2023-2024 Refund Schedule</b>	
Date PROGRAM receives written notice from DISTRICT that a candidate and Mentor will not be participating in the Program	Amount of Refund
April 15 – August 31	100% of Program Fee
September 1 – September 30	75% of Program Fee
October 1 – October 31	50% of Program Fee
November 1 – November 30	25% of Program Fee
December 1 – June 30	No refund

Policies and Procedures

- [TCDE Record Retention Policy](#)
- [Records Request](#)
- [Grievance Policy and Form](#)
- [Complaints Concerning Department Employees](#)
- [Uniform Complaint Procedures](#)
- [Induction Program Preconditions and Standards](#)
- [Preconditions for Designated Subjects](#)
- [General Institutional Preconditions](#)

Document Reference : 1f0c200a-6955-43b7-a0be-fc1b1cce8741  
Document Title : 2023-24 Biggs Unified School District MOU  
Document Region : Northern Virginia  
Sender Name : Tehama Teacher Induction  
Sender Email : induction@tehamaschools.org  
Total Document Pages : 8  
Secondary Security : Not Required  
Participants

- 1. Doug Kaelin (dkaelin@biggs.org)

CC

- 1. llong@biggs.org

### Document History

Timestamp	Description
07/27/2023 15:38PM PDT	Sender downloaded document.
07/27/2023 15:39PM PDT	Document sent by Tehama Teacher Induction (induction@tehamaschools.org).
07/27/2023 15:39PM PDT	Email sent to Doug Kaelin (dkaelin@biggs.org).
07/27/2023 15:39PM PDT	Email sent to Tehama Teacher Induction (induction@tehamaschools.org).
07/28/2023 06:47AM PDT	Document viewed by Doug Kaelin (dkaelin@biggs.org). 107.192.119.140 Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/115.0.0.0 Safari/537.36
07/28/2023 06:47AM PDT	Document viewed by Doug Kaelin (dkaelin@biggs.org). 107.192.119.140 Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/115.0.0.0 Safari/537.36
07/28/2023 06:48AM PDT	Doug Kaelin (dkaelin@biggs.org) has agreed to terms of service and to do business electronically with Tehama Teacher Induction (induction@tehamaschools.org). 107.192.119.140 Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/115.0.0.0 Safari/537.36
07/28/2023 06:48AM PDT	Signed by Doug Kaelin (dkaelin@biggs.org). 107.192.119.140 Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/115.0.0.0 Safari/537.36
07/28/2023 06:48AM PDT	Document copy sent to Doug Kaelin (dkaelin@biggs.org).

California Department of Education  
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE  
GRANT**

**2023–24 APPLICATION FOR FUNDING**

(Due Date: To be received in Regional Supervisor's Office by August 1, 2023)

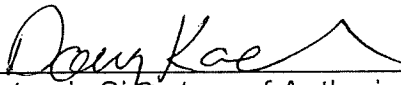
PROJECT DURATION: JULY 1, 2023 TO JUNE 30, 2024

School Site: Bigg High


District: Biggs Unified

**Certification:**

I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

  
Electronic Signature of Authorized Agent

  
Electronic Signature of Principal

  
Electronic Signature of Agriculture Teacher  
Responsible for Program

Agriculture Teacher Summer Contact Cell Number: 209 418 9689

Local Education Agency (LEA) Board Approval Date: \_\_\_\_\_

Printed Name of Agriculture Teachers:

Stephen Boyes  
\_\_\_\_\_

Lilly Baker  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**PART A** – Base Level Funding

In order to qualify for the Agriculture Education Incentive Grant an LEA must meet all the following criteria or provide a Variance approved by the Regional Supervisor for each criterion not met. All evidence must be included with the original application submitted to the Regional Supervisor.

NOTE: Stand-alone middle school programs will only be required to complete PART A. However, they may elect to complete the additional parts if they qualify for additional funding.

Please check each criterion currently being met:

- 1. Properly Credentialed Teachers
  - Log onto CTC and provide printout of credentials or provide a copy of current credentials.
- 2. Professional Development
  - Provide printout from teacher journal in AET verifying professional development activities.
- 3. Course Sequence
  - Provide documents/evidence of at least one three-year course sequence.
- 4. Grading of Future Farmers of America (FFA) and Supervised Agricultural Experience Participation (SAE)
  - Provide copy of course syllabus identifying grading of FFA and SAE.
- 5. Alternative Credits
  - Submit description of at least one course meeting A-G, Dual Enrollment, Articulation, etc.
- 6. Future Farmers of America Constitution and By-Laws
  - Provide a copy of the current Chapter Constitution and Bylaws with the election of officers highlighted.
- 7. Future Farmers of America Meetings
  - Use meeting manager in AET or provide minutes for a minimum of six-chapter meetings.
- 8. Agriculture Advisory Committee
  - Provide meeting minutes for two Agriculture Advisory Committee meetings.

Checking all the required criteria as being met qualifies the LEA for Part A funding. Verification of meeting each criteria must be provided to the Regional Supervisor.

Qualified Program (\$4,500 to each site)	<u>\$ 4,500</u>
Number of Agriculture Teachers teaching at least one approved agriculture course?	<u>2</u>
Teacher based funding (Number of teachers x \$500)	<u>\$ 1000</u>
Number of Students as identified on the 2022-23 FFA Membership roster?	<u>127</u>

Student based funding (Number of students x \$10)	\$ 1270
Class size funding A (number of teachers meeting level A in all classes – 30 in classroom/25 in shop classes)	<u>2</u>
Class size A funding (Number of teachers meeting level A class size x \$1,000)	\$ 2000
Class size funding B (number of teachers meeting level B in all classes – 28 in classroom/22 in shop classes)	<u>          </u>
Class size B funding (Number of teachers meeting level B class size x \$2,000)	\$ 0
<b>TOTAL PART A FUNDING</b>	<u>\$ 8770</u>

**PART B – Additional Funding**

LEA's may qualify for additional funding based on their ability to meet specific classroom, leadership, and experiential learning (SAE) criteria. It is not necessary for a program to meet all criteria in each category to be eligible to receive additional funding. Verification of meeting criteria will be taken from entries in the Agricultural Experience Tracker (AET). The AET report will be developed based on data as of June 30. Funding in each section will be based on the number of points accumulated in that section. This report will be used to complete Part B and will be included as part of the application.

Based on the 2022-23 Agricultural Education Incentive Grant Report, and points accumulated, the LEA may qualify for base level funding through the classroom section, leadership section, and experiential learning (SAE) section.

An LEA shall qualify for Part B funding in each section if they meet the predetermined base level. Bonus funding is earned if a program exceeds the predetermined base level by twenty percent (20%). LEA's meeting the base level shall receive \$2,250 plus \$250 per qualified teacher. LEA's meeting the bonus level shall receive an additional \$2,250 plus an additional \$250 per qualified teacher.

Note: An LEA may qualify for Level A, Level B, or no funding in each section but shall not qualify for both funding levels in a section. Example: The LEA qualifies for Level A funding in the Classroom Section, Level B in the Leadership Section and no funding in the SAE section.

Classroom Section

Level A Funding Points – 355-535	Level B Funding Points – 536+
	<u>613.2</u>
Points Earned as Identified in the AET Report	<u>          </u>
Level A Funding (number of teachers x \$250) + \$2,250	\$ 2750
Level B Funding (number of teachers x \$500) + \$4,500	\$ <u>          </u>
<b>TOTAL CLASSROOM SECTION FUNDING</b>	<u>\$ 2750</u>



Leadership Section

Level A Funding Points – 285-445

Level B Funding Points – 446+

Points Earned as Identified in the AET Report

336

Level A Funding (number of teachers x \$250) + \$2,250

\$ \_\_\_\_\_

Level B Funding (number of teachers x \$500) + \$4,500

\$ \_\_\_\_\_

TOTAL LEADERSHIP SECTION FUNDING

\$ 0

Experiential Learning (SAE) Section

Level A Funding Points – 595-935

Level B Funding Points – 936+

Points Earned as Identified in the AET Report

333.6

Level A Funding (number of teachers x \$250) + \$2,250

\$ \_\_\_\_\_

Level B Funding (number of teachers x \$500) + \$4,500

\$ \_\_\_\_\_

TOTAL EXPERIENTIAL LEARNING (SAE) SECTION FUNDING

\$ 0

TOTAL PART B FUNDING

\$ 2750

**PART C** – Program Funding

LEA's may qualify for additional funding based on their ability to meet specific program criteria. To qualify for Program Funding, a program must show evidence of meeting all criteria identified. Evidence must be submitted at the time the original application is submitted to the Region Supervisor.

To qualify for PART C – Program Funding, a site must show evidence of meeting the following. If any item is not met, the program is not eligible to apply for PART C funding.

Each teacher (50% of their teaching load in agriculture) must have participated in eight approved professional development activities.

Agenda and Minutes for three Agriculture Education Advisory Committee meetings.

Each teacher (50% of their teaching load in agriculture) must have an extended contract and/or a project supervision period. The project supervision period must be in addition to the provided prep period.

If a program has met the three required criteria they are eligible for funding and must complete the following Sections.

Section A – Earn one point for each criteria met.

Held an FFA Officer team retreat or other planning activity prior to the start of school and continued to hold meetings during the year to plan FFA activities.

1

In addition to the Agricultural Education Advisory Committee the program has an Agriculture Boosters Club and/or an FFA Alumni Chapter.	<u>1</u>
Program hosted a Student Teacher.	<u>          </u>
Total Points Section A (3 points possible)	<u>2</u>
Section B – Earn points based on AET “California Ag CTE Incentive Grant Application Report	
Points Earned as Identified in the AET Report for D-Program	<u>85.1</u>
Total Points Part C (Section A + Section B)	<u>87.1</u>

Level A Funding Points – 120-139	Level B Funding Points – 140+
----------------------------------	-------------------------------

Level A Funding (\$5,000)	\$ <u>          </u>
Level B Funding (\$7,500)	\$ <u>          </u>
TOTAL PART C FUNDING	\$ <u>0</u>

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PART A Base Level Funding	\$ <u>8770</u>
PART B Additional Funding	\$ <u>2750</u>
PART C Program Funding	\$ <u>0</u>
GRAND TOTAL FUNDING	\$ <u>11520</u>

California Department of Education  
**AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE  
 GRANT**

**2023-24 APPLICATION FOR FUNDING**

**Budget and Expenditure Report**

(Due Date: Budget is due in Regional Supervisor's Office by August 1, 2023 – Complete columns A and B)

(Due Date: Expenditure Report is due in Regional Supervisor's Office by October 15, 2024 Complete columns C and D)

School Site: Biggs High School District: Biggs Unified

\*Each line item in object codes 5000 and 6000 must be matched.

Budget Classification	Item	A Budget	B Budget Match	C Actual Expenditures	D Actual Match
4000 – Books and Supplies					
1.	Supplies	7500	7500		
Total 4000		0	0	0	0
5000 – Services and Operating Expenses, Travel, Conferences, Rentals, etc.					
1.	Travel & Conferences	7500	7500		
2.	Memberships Over	870	870		
3.					
4.					
5.					
6.					
7.					
Total 5000		8370	8370	0	0
6000 – Capital Outlay					
1.					
2.					
3.					
4.					
5.					
Total 6000		0	0	0	0
Grand Total		15870	15870	0	0

Which funding sources are used to match Incentive Grant Funds? Check all that apply.

CTEIG       Strong Workforce       Perkins       General Fund

Other (please list) \_\_\_\_\_

Electronic Signature of Person Preparing Report

43 Electronic Signature of Agriculture Teacher Responsible for Program

Budget Detail by Account

Budget04a

Fiscal Year 2023/24

Order: 0622-03 Original Budget 23-24

Item #	Item Type	Item Comment	Item Description	Item Amount	Account Amount
<b>und 01 - General Fund</b>					
Revenue					
1-7010-0-8590-3800-1000-04-04-0000			AgCareerTech,AllOthrSRevenu,BiggsHighSchI,BHSPPrincipal	15,870.00	15,870
1	Other			Total Revenue	15,870
<b>Expenditure</b>					
1-7010-0-4300-3800-1000-04-04-0000			AgCareerTech,Instruction,MaterialSupplis,BiggsHighSchI,BHSPPr	7,500.00	7,500
1	Other				7,500
1-7010-0-5200-3800-1000-04-04-0000			AgCareerTech,Instruction,TravlConference,BiggsHighSchI,BHSPPr	7,500.00	870
1	Other				
1-7010-0-5300-3800-1000-04-04-0000			AgCareerTech,Instruction,DuesMembership,BiggsHighSchI,BHSPPr	870.00	
1	Other			Total Expenditure	15,870
<b>Summary</b>				Starting Balance	0
Total for Org 006 and Fund 01				+ Revenues	15,870
				- Expenditures	15,870
				- Budgeted Reserves and Fund Balance	0
				= Unappropriated Balance	0

E denotes edited in BAE

ESCAPE ONLINE

Fiscal06a

Comparative Object Summary

Account Object Code	2019/20 Actuals	2020/21 Actuals	2021/22 Actuals	2022/23 Actuals
ind 01 - GeneralFund				
pense				
300 MaterialSupplis	9,269.39	9,409.78	13,614.73	5,741.00
200 TraviConference	1,090.00	2,491.03	6,821.12	6,642.99
300 DuesMembershlp	280.00	280.00	280.00	210.00
800 ProfCnsltngSrvc	1,554.61	74.30		
Total for Org 006, Fund 01 and Expense accounts	12,194.00	12,255.11	20,715.85	12,593.99



## BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

3536 Butte Campus Drive, Oroville, CA 95965

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### COLLEGE AND CAREER ACCESS PATHWAYS

### INSTRUCTOR AGREEMENT

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This College and Career Access Pathways ("CCAP") Instructor Agreement ("CCAP Instructor Agreement") is made and entered into this day of Jun 26, 2023, by the Butte-Glenn Community College District ("College") and **Stephen Boyes** ("CCAP Instructor") an employee of the **Biggs Unified School District** ("School District") who is being assigned to the College on a part-time basis pursuant to Title 5, California Code of Regulations, Sections 58058 (b), and shall be an at-will and uncompensated temporary academic employee of the College on a limited basis during this part-time assignment pursuant to this Agreement.

#### RECITALS

**WHEREAS**, the College needs supervisory and instructional services with regard to instruction for classes offered by the College in cooperation with the School District, subject to the terms and conditions set forth in the separate College and Career Access Pathways ("CCAP") Partnership Agreement ("CCAP Agreement") between the College and the School District; and

**WHEREAS**, the School District has the experience, training, equipment and other resources, and qualified staff necessary to provide supervisory and instructional services in the area of **AET 22 - Natural Resources & Agri Construction**, to School District students. Such training will be structured and designed with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness; and,

**WHEREAS**, the authority for this CCAP Instructor Agreement includes Title 5, California Code of Regulations, Section 58058 (b) and Education Code section 76004.

**NOW, THEREFORE**, the parties to this CCAP Instructor Agreement hereby agree as follows:

1. The CCAP Instructor is an employee of School District but will be assigned to College as an at-will, uncompensated temporary academic employee of the College for the purposes of providing supervisory and instructional services as authorized by the separate CCAP Agreement, for the courses specifically described in the appendix to the CCAP Agreement, attached and incorporated herein as Attachment 1, which may be updated from time to time by the School District and College.
2. At all times during which the CCAP Instructor is providing supervisory and instructional services on behalf of the College, the College shall have the right to control and direct the instructional activities of the CCAP Instructor.
3. The College shall be responsible for providing the CCAP Instructor with an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly on-campus instructors.
4. The CCAP Instructor is responsible for the following.
  - 4.1. Meeting the "Minimum Qualifications" identified by the College, in compliance with Title 5, California Code of Regulations, Section 53410. Said minimum qualifications are attached hereto as Attachment 2.
  - 4.2. Complying with the fingerprinting requirements set forth in Education Code Sections 44830.1 and 87013, as applicable, and the tuberculosis testing and risk assessment requirements of the Education Code Sections 49406 and 87408.6, as applicable.

- 4.3. Attending discipline-specific training and orientation provided by College regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures, record keeping, and other instructional responsibilities.
- 4.4. Participating in professional development activities sponsored by the College and in ongoing collegial interaction to include, but not limited to address course content, course delivery, assessment, evaluation and/or research and development in the field.
- 4.5. Being familiar with and comply with all relevant College policies, rules and regulations, including but not limited, to those related to student safety, grading, attendance, sexual harassment and discrimination.
- 4.6. Complying with the supervision and control requirements outlined in Title 5, California Code of Regulations, Sections 58055 and 58056, which include but are not limited to the following.
- 4.7. Being in sufficient physical proximity and range of communication to provide line-of-sight instructional supervision and control of students.
- 4.8. Providing the supervision and control necessary for the protection of the health and safety of students.
- 4.9. Ensuring that he/she does not have any other assigned duty during the hours of supervisory and instructional services provided pursuant to this CCAP Instructor Agreement.
- 4.10. Ensuring that instructional services he/she provides adhere to the official course outlines of record and the student learning outcomes established by the College.
- 4.11. Ensuring and reporting accurate and current daily student attendance records.
- 4.12. Ensuring and reporting the accurate calculation of final student grades and the prompt submission of them to the College.
5. The term of this CCAP Instructor Agreement shall be for the period of **July 1, 2023** through **June 30, 2024**.
6. For purposes of indemnification and defense of any claims, actions or lawsuits, pursuant to Section 17 of the CCAP Agreement, the CCAP Instructor shall be considered an employee of the College only during those times when he/she is actually performing supervisory and instructional services on behalf of the College, except that any worker's compensation claims filed by the CCAP Instructor shall be filed with the School District pursuant to CCAP Agreement Section 18.1.3.
7. The College may terminate this CCAP Instructor Agreement at any time, in the College's sole and exclusive discretion, upon written notice to the CCAP Instructor.
8. The CCAP Instructor may terminate this CCAP Instructor Agreement, in the CCAP Instructor's sole and exclusive discretion, by providing the College with thirty (30) days' prior written notice.

**[SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF**, the parties enter into this Career and College Access Pathway Instructor Agreement as of the date executed by the College.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**

**CCAP INSTRUCTOR**

By: *ASCS*  
Andy Suleski (Jun 26, 2023 19:26 PDT)  
(Signature of person authorized to execute agreement.)

Name: Andrew B. Suleski  
Title: Vice President for Administration

Date: Jun 26, 2023

By: *Stephen Boyes*  
Stephen Boyes (Jun 22, 2023 06:46 PDT)  
(Signature of person authorized to execute agreement.)

Name: Stephen Boyes  
Title: CCAP Instructor

Date: Jun 22, 2023

**TO BE COMPLETED BY COLLEGE ONLY**

*Approved by Dean/Director*

By: *Kam Bull*  
Kam Bull (Jun 22, 2023 07:35 PDT)

Name: Kam Bull  
Title: Dean for Dual Enrollment

Date: Jun 22, 2023

*Approved by Human Resources*

By: *Kathy Turner*  
Kathy Turner (Jun 26, 2023 16:02 PDT)

Name: Kathy Turner  
Title: Human Resources Academic Analyst

Date: Jun 26, 2023



**CAREER AND COLLEGE ACCESS PATHWAYS INSTRUCTOR AGREEMENT  
ATTACHMENT 2  
MINIMUM QUALIFICATIONS**

CCAP Instructor shall meet the Minimum Qualifications listed herein:

A bachelor's degree or higher and two years of professional experience, or any associate degree and six years of professional experience. The professional experience required must be directly related to the faculty member's teaching assignment.

Profile

Accounts

Tracker

Reports

- Inbox
- Portfolio
- Scoreboard
- Explore SAE
- Classroom Resources
- Sign Off

School Year: 2022-23 ▾

Teacher Journal 

Special Notes for this Page

- This report analyzes the # of Teacher Journal entries during the selected school year.

2023-2024  
Cal. Activities: 2  
Award Apps: 8

- Student Help
- Teacher Help
- AET Classroom
- Ask AET a Question

Criteria	# Teachers	%
Total # Teachers (teaching classes)	2	100.0%
Professional Development (recorded by Teacher)	2	100.0%
Professional Development (recorded by State)	2	100.0%
Community Service Activities	1	50.0%
FFA Competition Practice (CDE/LDE, other)	1	50.0%
FFA Competitions/Conventions (above Chapter)	2	100.0%
FFA Chapter Mgmt (events, meetings, degrees, etc)	2	100.0%
SAE Visits	1	50.0%
Alumni / Advisory Committee Meeting/Prep	0	0.0%
School Farm / Livestock / Greenhouse	2	100.0%
Teacher Journal (any type)	2	100.0%

Teacher	Total any type	Teacher Prof. Dev.	State Prof. Dev.*	Comm. Sv.	CDE/LDE coaching	FFA Comp./Conv. above Chapter	FFA Chapter Management	SAE Visits	Advisory/ Alumni Mtg	Shop/Farm/GH Maintenance
Elizabeth Enke	43	1	4	1	3	10	5	5	0	1
Stephen Boyes	18	7	2	0	0	4	1	0	0	2
Teachers: 2	30.5	4.0	3.0	0.5	1.5	7.0	3.0	2.5	0.0	1.5

\* Professional development recorded by the State.

Note: If you have any questions, please view the [CTC Online - Written Instructions for Application and Payment](#) page.

Last Name: BAKER  
 First Name: LILLY  
 Middle Name: BEA

Last Known County of Employment:  
 Adverse and Commission Actions Indicator:  
 Deceased Flag:

Note: Please verify County of Employment is current  
 Note: Information on Adverse and Commission Actions is available  
 If the Deceased flag is displayed, the licensee is deceased.

Document Number	Document Title	Term	Status	Iss
> 230028138	Certificate of Clearance		Valid	1/:

Authorization/Subjects

Authorization Code	Authorization Description	Subject Code	Subject Description
--------------------	---------------------------	--------------	---------------------

Renewal Requirements

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

Renewal Code	Renewal Description
--------------	---------------------

Employment Restrictions

Organization Type	Organization
-------------------	--------------

Note: If you have any questions, please view the [CTC Online - Written Instructions for Application and Payment](#) page.

Last Name: **BOYES**  
 First Name: **STEPHEN**  
 Middle Name: **ALAN**

Last Known County of Employment: **[REDACTED]**  
 Adverse and Commission Actions Indicator:  
 Deceased Flag:

Note: Please verify County of Employment is current  
 Note: Information on Adverse and Commission Actions is available  
 If the Deceased flag is displayed, the licensee is deceased.

Document Title	Status	Expiration Date	Term	Document Number	Original Issued	Issue Date
> Full Time Designated Subjects Career Technical Education Teaching Credential	Valid	9/1/2028	Clear	230156050	8/1/2008	9/1/2023
Full Time Designated Subjects Career Technical Education Teaching Credential	Valid	9/1/2023	Clear	180107133	8/1/2008	9/1/2011
Certificate of Completion of Staff Development	Valid		Clear	090065200	12/15/20...	12/15/20...

**Authorization/Subjects**

Subject Description	Authorization Description	Authorization Code	Subject Code
> Agriculture and Natural Resources	This credential authorizes the holder to teach in the subject or subjects listed in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.	R4T	ANR
Building Trades and Construction	This credential authorizes the holder to teach in the subject or subjects listed in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.	R4T	BTC

**Renewal Requirements**

Please disregard any # signs you may see below and refer to the "Additional Description" column to the right for specific renewal requirements.

Renewal Code	Renewal Description	Additional Description
> R20	To renew this credential, the holder needs to submit only an application and fee to the Commission no earlier than 12 months before the expiration date. The renewal period is five years.	TC Code Not Required

**Employment Restrictions**

Organization	Organization Type	County

# Biggs FFA Constitution

## Chapter 0021

### Article I: NAME AND PURPOSE OF THE ORGANIZATION

**Section A.** The name of this organization shall be the Biggs Chapter of the Future Farmers of America.

**Section B.** The primary aim of the Biggs Chapter is the development of agricultural leadership, knowledge, cooperation, and citizenship.

**Section C.** The Chapter shall cooperate with local educational governing agencies and teachers of agriculture in accomplishing these aims and purposes which the governing body has determined to be appropriate within the framework of the Constitution and Chapter of the National Organization.

1. To build the confidence of students in themselves and their work by developing desirable work habits and the effective use of their time be learning to assume responsibilities.

2. To foster programs and activities which develop leadership, character, scholarship and occupational pride, training for useful citizenship, patriotism, thrift, and improvement in community life by encouraging members to improve the home and its surroundings.

3. To recognize individual achievement in scholarship and occupational experience programs and other individual achievements by providing awards to deserving members.

**Section D.** The advisor of local chapter must be a qualified vocational agriculture teacher currently teaching reimbursable vocational agriculture in the school.

### Article II. MEMBERSHIP

**Section A.** Type membership in this organization shall be four kinds (1) Active, (2) Alumni Membership, (3) Collegiate, and (4) Honorary. Honorary membership shall be limited to the Honorary Chapter Farmer Degree in the local chapter.

**Section B.** Active membership: Students who are regularly enrolled in all day or day-unit classes in vocational agriculture are considered active members of the FFA chapter in the school in which they are enrolled, upon payment of state dues by the high school agriculture program. To retain active membership in a vocational agriculture course or must have completed vocational agriculture courses offered at the school. Members may retain active membership until November 30 following the National FFA convention and their high school graduation.

Members still in high school, transferring to a local chapter in California from one state of the United States and/or territories, who present satisfactory evidence of their good standings in that state shall be accredited as members in good standing in the California Association.

**Section C.** Alumni Membership: Membership shall be open to former active FFA and NFA members, collegiate or honorary FFA and NFA members, present and former professional vocational agricultural educators, parent of FFA members, and others interested in and supporting FFA.

**Section D.** Collegiate Membership: This may include all trainees preparing to teach vocational agriculture and former professional vocational agricultural educators, parents of FFA members, and others interested in and supporting the FFA.

**Section E.** Honorary Membership: Supervisors, school superintendents, principals, members of boards of education, instructors, teachers of agriculture, businessmen, farmers, and other supporters who are helping us to advance vocational agriculture and the FFA, and who have rendered outstanding service, may be elected to honorary membership by a majority vote of the members present at any regular meetings or conference. Honorary membership will be limited to the Honorary Chapter Farmer Degree in the local chapter.

### **Article III. ACTIVE MEMBERSHIP DEGREES AND PRIVILEGES**

**Section A** There shall be four degrees of active membership based upon achievement. They are (1) Greenhand, (2) Chapter Farmer, (3) State Farmer, and (4) American Farmer. The National Organization shall set minimum qualifications for the degrees.

**Section B. Greenhand Degree:** On the meeting following qualifications, the Greenhand Degree may be conferred by the Chapter.

1. Be regularly involved in an educational course for an agricultural occupation and have satisfactory plans for a program of supervised occupation educational experience.
2. Learn and explain the FFA Creed, Motto, and salute.
3. Describe the FFA emblem, colors, and symbols.
4. Explain the proper use of the FFA jacket.
5. Have satisfactory knowledge of the history of the organization.
6. Know the duties and responsibilities of FFA members.
7. Personally own or have access to the Official FFA Manual.

8. Submit written application for the degree for chapter records.

**Section C. Chapter FFA Degree:** On the meeting following minimum qualifications the Chapter Farmer Degree may be conferred by the Chapter.

1. Must have the Greenhand Degree and have records of satisfactory participation in the activities of the local Chapter.

2. Must have satisfactorily completed at least one year of instruction in vocational agricultural, have in operation an approved supervised farming and/or other agriculture class.

3. Be familiar with the purpose and programs of activities of the State Association and National Organization.

4. Be familiar with the provisions of the constitution of the local chapter.

5. Be familiar with Parliamentary Procedure.

6. Be able to lead a group discussion for 15 minutes.

7. Must have earned at least \$150 by his/her own efforts from their supervised agricultural occupation educational program, and have it productively invested or deposited in the bank, have worked 180 hours in their SOEP.

8. Have satisfactory (2.0) scholastic record in agricultural courses.

9. Participate in activities for community improvement as evidenced by participating in at least two distinctly different activities, to the extent of spending at least 10 hours of personal time, which you seek to serve and/or improve the quality of life in the local community

**Section D. State FFA Degree:** The qualifications for the State Awards shall be set forth in the State FFA Constitutions.

**Section E. American FFA Degree:** The qualifications for the American FFA Degree shall be those set forth in the National FFA Constitution.

## **Article V. OFFICERS**

**Section A.** Aspiring FFA Officers will fill out an Officer Application. All prospects having submitted an application will be elected by a majority vote of FFA members. They shall be elected by secret ballot. Following the voting process, all prospects will go through an interview consisting of advisors, administration, and Ag. Advisory members; they shall assume office following the announcement of the elections. Officers of the local chapter shall consist of president, vice president, secretary, treasurer, reporter, sentinel. Other offices may be designated

if desirable. All vacancies may be filled by presidential appointment, with executive committee approval, until the next regular appointment, with executive committee approval, until the next regular election or if a special election is held.

**Section B.** There shall be an executive committee established by the Biggs FFA Chapter consisting of the officer team, and one or more advisor(s).

**Section C.** Those that hold an office at the regional level shall not be eligible to be an officer at the local level.

## **Article VI. MEETINGS**

**Section A.** Emblems shall be uniform throughout the association and in recognized units thereof. All members shall be entitled to wear this emblem. All Greenhands are entitled to wear a bronze emblem pin. All chapter FFA degree recipients are entitled to wear a silver emblem pin. All state degree recipients are entitled to wear the gold charm. All members elected to the degree of American Farmer are entitled to wear the gold emblem key.

**Section B.** Local chapter may make local awards to their members irrespective of degrees held. The local chapter should adopt its own scorecard for determining the selection of members to receive awards.

**Section C.** The official FFA show uniforms shall be worn by all FFA exhibitors and by helpers in individual and group classes while showing at fairs and livestock shows. If the rules state FFA dress you shall wear the following or you must wear what the rules state or your own choices if the rules don't state clothing guidelines. The uniform shall consist of white pants, white collared dress shirt (short or long sleeved), with official FFA necktie for boys and official FFA scarf for females. Hats are not to be worn with the official show uniform at anytime.

**Section D.** The official FFA dress for boys shall be the FFA jacket, zipped to the top, worn with a white collared shirt, official FFA neck tie, black slacks, black socks, black belt, and black dress shoes or boots. The Official FFA dress for girls shall consist of the Official FFA jacket, zipped to the top, Official FFA scarf, white collared dress shirt, knee length black skirt (appropriate slit is okay), nude women nylons, black closed toed shoes.

**Section E.** Parliamentary Procedure in all meetings of this organization shall be in accordance with Robert's Rules of Order.



# **Biggs FFA By-Laws**

## **Chapter 0021**

### **Article 1. Requirements for showing**

Any member of the Biggs FFA who wishes to participate in exhibiting livestock at local, regional, or state livestock shows must fulfill the following requirements:

**Section A.** First year exhibitor-Any member who has never exhibited livestock under the Biggs FFA Chapter.

1. Students that have graduated from the eighth grade and are enrolled in an Ag. Class (shop or science) are eligible to show at the Butte County Fair. Students must be enrolled in an agriculture class to exhibit with Biggs FFA.
2. Must maintain a "C" or better in all Agriculture classes
3. A member must attend three FFA meeting in the Fall (Sept, Nov. and Dec.) as well as three in the Spring.
4. Members must also keep an accurate, up to date record book and turned in on date specified by agriculture instructor.
5. All other school rules including the disciplinary policy must be followed.

**Section B.** 2<sup>nd</sup> through 4<sup>th</sup> year exhibitors

1. Must maintain a "C" or better in all Agriculture classes
2. A member must attend three FFA meeting in the Fall (Sept, Nov. and Dec.) as well as three in the Spring.
3. Member must keep and accurate, up to date record book and have it turned in on date specified by agriculture instructor.
4. All students in high school that exhibit at the Butte County Fair must be enrolled in an agriculture class that following year.
5. All other school rules including the disciplinary policy must be followed.
6. Students must be enrolled in an agriculture class to exhibit with Biggs FFA.

**Section C.** 5<sup>th</sup> year or Graduate Exhibitors

1. A member must have been active in exhibiting livestock their senior year to be eligible.

3. At anytime an advisor has the right to discontinue a student's eligibility to their 5<sup>th</sup> year of the FFA and can prevent them from showing at the fair(s).

**Section D.** Failure to maintain a clean animal and/or pen will result in removal from showing at the next eligible fair in which Biggs FFA competes at. The FFA advisors will determine infractions. Must continually comply with FFA Fair Contract and Barn Contract.

## **Article 2. Elections**

### **Section A. Officer Requirements**

1. Officers will be elected according to Article V, Section A and Section B of Officer Requirements of the Biggs FFA Constitution.
2. Requirements for holding chapter office are as follows:
  - A. Maintain a "C" average, no "F's" in any high school course.
  - B. The president and vice president must maintain a 3.0 grade point average.
  - C. The terms of office shall be held for one school year, from May to May of elected year of service.
  - D. Must not miss any regularly scheduled FFA Chapter meeting. Three excused absences will be permitted only if officer met with an Advisor 24 hours before the event.
    - i. The first absence will result in a meeting with officer and advisors
    - ii. The second absence will result in a meeting with the Officer Team
    - iii. The third absence will result in a meeting with the Principle at the time to determine further action.
  - E. If elected must attend a Chapter Officer Leadership Conference (COLC) during the elected year as well as the Officer Retreat if chapter decides to attend said events.
  - F. If above items are violated a special election will be held to replace the officer in question. (See section Article 5, Section A of local constitution)
  - G. Chapter officers must realize they serve as role models for other members. Remember that what they do represents all students from their school. Any inappropriate activities will result in removal from office.

### **Section B: Officer Election**

1. All members with a 2.5 GPA are allowed to apply for FFA Office.
2. All members wanting to apply for FFA Office must fill out an official Biggs FFA Officer Application approved by the Executive officer team in office of that year.
3. Officer Applications will be reviewed by the Student panel for pre-screening.

4. The slate process will be reviewed by the interview panel comprised of FFA Student elected by peers.
5. Officer candidates will participate in a formal official dress interview at Biggs High School. The date will be selected by the Ag Advisors and interview panel. The interviews will take place in the Ag Department with various time slots.
6. The interview panel will slate the candidates based off of their application and interview.
7. The slated candidates for the following years' officer team will be made available the following day.
8. Voting will take place the next Chapter Meeting..

### **Section C. Delegates**

1. Delegates for the section meeting, regional meeting, and State Conventions shall be selected by Officer Team based on above chapter level activity need.
  - A. Delegates cost associated with meetings and conventions will be paid for by the chapter.
    - i. Failure to meet the requirements of being a delegate will result in full reimbursement by member of the cost associated with the meeting or convention.

## **Article 3. Committees**

### **Section A. Executive Committee**

There shall be an executive committee consisting of the President, Vice President, Secretary, Treasurer, Reporter, Sentinel, Historian, and an advisor. The executive committee shall be empowered to perform all business of the chapter between monthly meetings.

### **Section B. Chapter Relations Committee**

The public relations committee consists of 5 members whose responsibilities are to promote the FFA and design projects for the FFA chapter to become involved with in the community. It is also their duty to inform the public about the FFA throughout the year, during FFA week, and promote agriculture awareness.

### **Section C. Community Service**

The community service committee consists of 5 members who are charged with the duties of designing community service activities for the chapter members to become involved with.

### **Section D. Fundraiser Committee**

The fundraiser committee consists of 5 members who are responsible for managing all fundraising events that take place within the program. They will make sure that all members know of current fundraisers and have ideas for new fundraisers to add to the program.

### **Section E. Recruitment Committee**

The fundraiser committee consists of 5 members who are responsible for managing all fundraising events that take place within the program. They will make sure that all members know of current fundraisers and have ideas for new fundraisers to add to the program.

#### **Section E. Recruitment Committee**

The Recruitment Committee will consist of 5 members who will aid in all recruitment activities held throughout the year. They will be asked to come up with ideas for recruitment and be able to attend recruitment days. Members will be allowed to miss only one hosted meeting to be eligible to attend recruitment days.

#### **Section F. Ag Day**

This committee is designed to oversee all Ag Day and recruitment activities related to the promotion of the Biggs FFA program. The main focus is to manage the Ag Day event. Committee Chairs will select and oversee event success.

#### **Article 4. Local Awards & Recognition**

In order to be eligible for any local recognition, students must adhere to the chapter bylaws as well as the FFA Code of Ethics

**Section A. Degree Recognition Awards** Awards available to chapter members will be determined by the chapter officers. Chapter members will be selected for the following awards.

1. Star Greenhand
2. Star Chapter Farmer
3. Star Chapter State Farmer

#### **Section B. Program Completers :**

##### **Gold Sash Requirements: Program Completers**

- 4 years in an agriculture course
- Maintained a C or better in all Ag. classes
- 4 years with an SAE project/work experienced
- 4 completed record books
- Has earned a state degree
- Be in good standing with the chapter
- Been on at least one competitive FFA team

##### **Blue Cord Requirements: Pathway Completers**

- Completed course associated with Ag. Mechanics Pathway
- Completed course associated with Engineering Pathway
- Maintain a C or better in associated classes

##### **Gold Cord Requirements: FFA Officer**

- Have held or currently hold an FFA Officer Position at Biggs High School

*Course Sequence  
PATHWAY  
AGRICULTURE*

Divebliss	Jason	Ag Mechanics	Ag Welding	Ag Const & Fab	YES
Hoff	Anthony	Ag Mechanics	Ag Welding	Ag Const & Fab	YES
Rodriguez	Brianna	Ag Mechanics	Ag Welding	Ag Const & Fab	YES
Rodriguez-Guzrn	Maritza	Ag Mechanics	Ag Welding	Ag Const & Fab	YES
Saephan	Andy	Ag Mechanics	Ag Welding	Ag Const & Fab	YES
Sanchez	Adrian	Ag Mechanics	Ag Welding	Ag Const & Fab	YES
Sanchez	Santos	Ag Mechanics	Ag Welding	Ag Const & Fab	YES
Solansky	Brandon	Ag Mechanics	Ag Welding	Ag Const & Fab	YES
Wurth	Jerry	Ag Mechanics	Ag Welding	Ag Const & Fab	YES
Total					14

<b>Animal Science</b>					
Casaulong	Alyssa	Ag Earth	Animal Science	Animal Care & N	YES
Divebess	Jason	Ag Earth	Animal Science	Animal Care & N	NO
McClellan	Nichole	Ag Earth	Animal Science	Animal Care & N	YES
Munanui	Marcella	Ag Earth	Animal Science	Animal Care & N	YES
Total					3

<b>Floriculture</b>					
Hoff	Anthony	Ag Earth	Floriculture I	Floriculture II	YES
McClellan	Nichole	Ag Earth	Floriculture I	Floriculture II	YES
Munanui	Marcella	Ag Earth	Floriculture I	Floriculture II	YES
Perkins	Ellyse	Ag Earth	Floriculture I	Floriculture II	YES
Total					4

D/D



## Floriculture and Environmental Horticulture 2023-2024

Ms. Baker

Biggs High School

lbaker@biggs.org

(530) 868-5825 ext. 8309

### I. Course Description

This class involves the fundamentals of floral design theory, techniques, and skills currently practiced in the floral design industry, including weddings, sympathy, party, holiday, and themed floral designs. Subjects will include applied art principles, cut flower care & handling practices, proper and safe use of florist tools and materials, pricing of floral products, and use of current floral business technology. Course instruction also includes the construction of corsages, floral arrangements, foliage plant items, identification of plants and flowers, and career opportunities. Construction and servicing of special events, party, and holiday floral displays are included. This course is a Dual Enrollment Course with Butte College, therefore Environmental Horticulture will also be covered in this course.

### II. Grading

The following scale is used in this class:

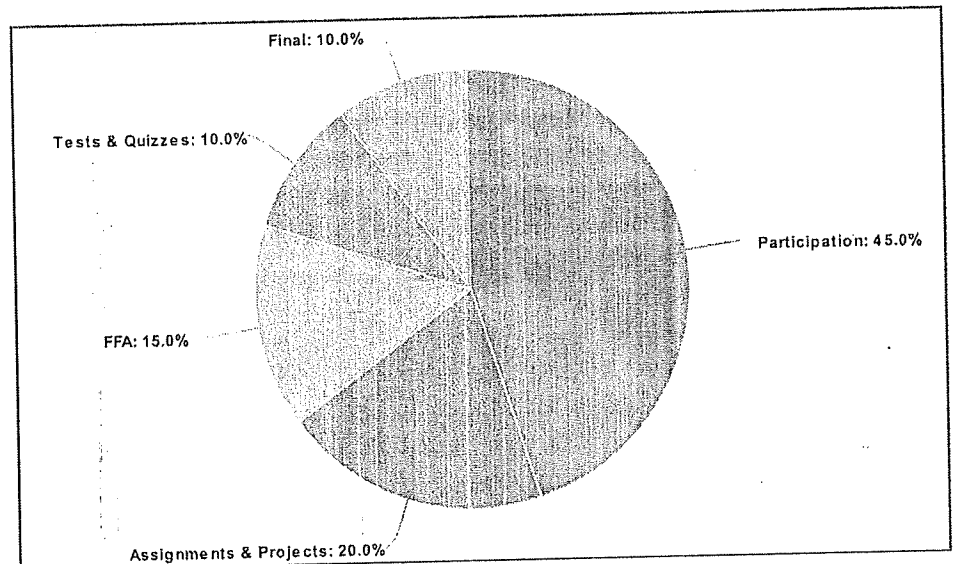
A= 90% and above

B= 80% - 89%

C= 70% - 79%

D= 60% - 69%

F= 59% and below



### III. Materials Needed

- 1"-2" binder designated to Floriculture
- 5 dividers with tabs
- Supply of pens/ pencils to last the duration of the school year
- Colored pencils and markers
- \*\*Optional: floral sheers, a class set will be provided

### IV. FFA Participation

The Floriculture course falls under the California State Agriculture curriculum. The course includes an "intra-curricular" format-engaging classroom, SAE ( Supervised Agricultural Experience), and FFA instruction/involvement. 15% of a student's grade in this course is designed to encourage activity and involvement beyond the classroom.

Three FFA activities per semester are required to satisfy the FFA requirement, which could include official school, local

and state-sponsored FFA activities, meetings, school projects, and community service. I am always willing to work with any student to achieve this goal. Any additional FFA activities that are attended will go towards overall class extra credit. The objective of our program is to provide our students with the opportunities of premier leadership, personal growth, and career success through agriculture education and FFA participation. In addition to participating in 3 FFA events per semester, students will also be required to have a Supervised Agriculture Experience Project (SAE) and to set up and maintain their Agriculture Experience Tracker Record Book (AET).

**V. Classroom Policy**

- A. Assignments are to be turned in on time.
- B. It is the student's responsibility to communicate with the teacher on what was missed upon returning to class. Tests or quizzes must be made up within one week of return to class
- C. Any assignment submitted late must be 100% complete and turned in with a "late slip."
  - a. Students will be given 3 Late Slips per semester-additional late work will result in point deductions per assignment.
- D. Students will be allowed to use the restrooms only when they have received permission from the teacher, with the use of a hall pass.
  - a. Students must leave their cell phone in the classroom when going to the bathroom, office, library, etc. during class time
- E. Participation points will be granted based on the teacher's discretion. Participation will not be graded every class period. Participation can range from 5 to 50 points depending on the class period.
- F. Cell phones and headphones must be put away at all times. Failure to do so will result in a zero score for daily participation and a referral.
- G. Students must pass a safety test with 100% in order to participate in class activities
- H. Any student caught cheating, helping another student cheat, or plagiarizing will receive a zero score and will NOT have the opportunity to make up the points.
- I. Any student not respecting the safety guidelines for the class will not participate
- J. Students who miss a design day must make up those points through an alternate assignment. Failure to do so will result in a zero score.
- K. This is a Dual enrollment course with Butte College- 3 Units of Transferable Credits (EH20- Introduction to Environmental Horticulture)

By signing below, I acknowledge that I have read and received the floral class syllabus, outline, grading procedures, and class rules; and I agree to these standards and requirements.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_  
Signature:

Profile

Accounts

Tracker

Reports

Teacher Journal Ledger

Year:	Week:	Teacher:	Activity Type:
2023 ▼	(All) ▼	Stephen Boyes ▼	(All) ▼

New Entry

Options	Date	Description	Hrs In	Hrs Out	# Miles	# Std
<a href="#">Edit</a>	7/12/2023	FFA Competitions/Conventions (above Chapter) (S Boyes) - Shasta college field day floral team	8.00	0.00	250	0
<a href="#">Edit</a>	6/25/2023 8:00 AM	Professional Development (S Boyes) - Wyo tech teacher training days Took three day class on how to restore old equipment	0.00	32.00	0	0
<a href="#">Edit</a>	5/5/2023	FFA Competitions/Conventions (above Chapter) (S Boyes) - State Finals floral team	0.00	0.00	345	4
<a href="#">Edit</a>	3/31/2023 8:00 AM	Professional Development (S Boyes) - red Bluff bull sale presentation on vaccine by cotton vet clinic	8.00	0.00	120	25
<a href="#">Edit</a>	3/18/2023 8:00 AM	Professional Development (S Boyes) - Regional meeting Regional meeting chico high	0.00	8.00	0	0
<a href="#">Edit</a>	3/4/2023	FFA Competitions/Conventions (above Chapter) (S Boyes) - gridley field day floral team	0.00	0.00	0	4
<a href="#">Edit</a>	2/17/2023 8:00 AM	Professional Development (S Boyes) - goat and sheep days Chico sheep and goat days	0.00	0.00	0	15
<a href="#">Edit</a>	1/31/2023	Professional Development (S Boyes) - red bluff bull sale Vet presentation on animal health	0.00	4.00	0	20
<a href="#">Edit</a>	1/28/2023	FFA Competitions/Conventions (above Chapter) (S Boyes) - Arbuckle field day Arbuckle field day	0.00	0.00	90	6
<a href="#">Edit</a>	1/28/2023	Professional Development (S Boyes) - Chico state swine days	0.00	6.00	0	15
<b>Total</b>			<b>18.00</b>	<b>50.00</b>	<b>805</b>	<b>89</b>

- Inbox
- Portfolio
- Scoreboard
- Explore SAE
- Classroom Resources
- Sign Off

- 2023-2024
- Cal. Activities: 2
- Award Apps: 8

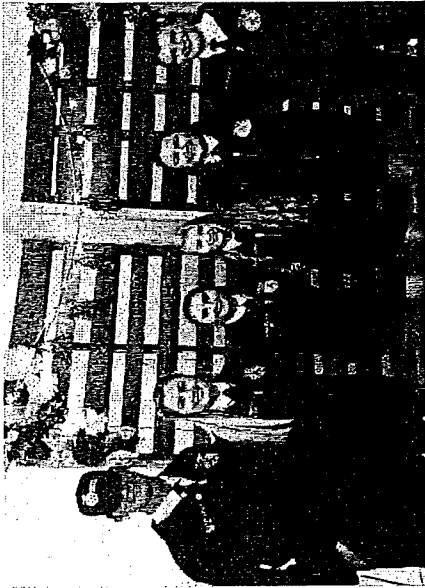
- Student Help
- Teacher Help
- AET Classroom
- Ask AET a Question



# Woodshop and Welding



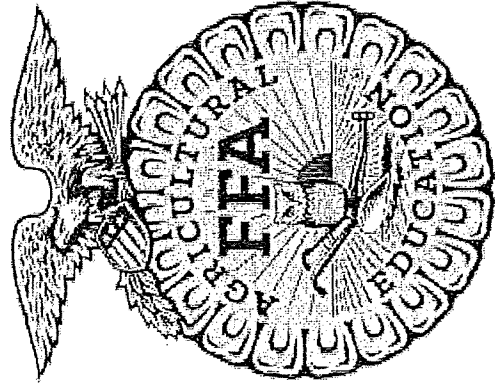
Above is a trailer made by one of our very own students, Jack Sheppard. At Biggs High School, we have many talented students. In our woodshop and welding classes, taught by Stephen Boyes, students are taught the safety procedures and basics of crafting. In woodshop, students start by making a birdhouse and then they move on to more complex things including sheds, nightstands, trailers, benches, and a lot more! Our welding classes this year remodeled the Biggs agricultural barns and were able to create many of their own projects.



For more information, or questions regarding our program please contact:

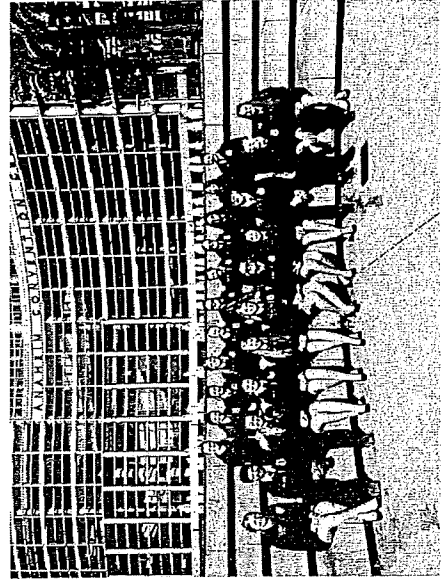
Stephen Boyes: [sboyes@biggs.org](mailto:sboyes@biggs.org)

Tanisha Norvell: [tnorvell@biggs.org](mailto:tnorvell@biggs.org)



# Biggs FFA

Offering Agricultural opportunity and leadership development



Minutes February 9 2023 6PM  
Agriculture Advisory meeting

Present Steve Boyes., Jon Scott. Doug Kaelin, Kilby Sheppard. Jennifer Job, Elizabeth Enke

Program Completion Students for graduating class of 2023 There will be 20 completers in all three pathways

- Course offerings possibly for next school year 2023-24 we will offer the same courses in 2023/2024

- Dual enrollment classes/numbers plus articulation for this year There will be 8 pass Dual enrollment with tButte College

2023 school year update. Things have been going well

State FFA conference 10 students attended state conference

Annual FFA rib dinner March 9 2023 The chapter sold 90 tickets and made 4500 dollars  
Silver dollar fair Livestock numbers

2023 Walnut Orchard update The district will move towards a student run orchard to cut cost.  
Walnut price today is bad.

Member Concerns none

Handwritten signatures in black ink, appearing to be 'J' and 'Kilby'.

## April 28, 2023 Ag. Advisory Committee Meeting

### New Business

- FFA Update - Boyes speaks,
- 2023-2024 FFA Officers Elections -
- FFA Banquet -
- 2023-2024 Ag. Course List -
  - Ag Public Speaking course
- Butte Co. Fair Update -
  - Checklists
- Bam Update
- 5 Year Plan Review
- Future students in program with staffing
- Ag Shop Goals
  - Metal vs. Wood
  - Welding Instruction
  - Ag 1 - End of pathway classes instruction
- Committee Questions/Topics?

### Old Business

- Rib Dinner Fundraiser
- MFE/ALA
- State Conference

## April 28, 2023 Ag. Advisory Committee Meeting Minutes

Meeting called to order by Jon Scott

### New Business

- FFA Update-
- 2023-2024 FFA Officers-
- FFA Banquet-
- 2023-2024 Ag. Course List-
- Number of Program Completes for 2021-2022 Grad Class-
- Silver Dollar Fair-
- 5 Year Plan -
- Butte Co. Fair-
- Ag Shop Goals -
- Committee Questions/Topics?

**Old Business**

- Rib Dinner Fundraiser-
- MFE/ALA-
- State Conference-

**Members in attendance:**

Steve Boyes

Jennifer Job

Jon Scott

Doug Kailin

Kilby Sheppard



## October Chapter Meeting 10 /20/22 Minutes

### Open Meeting

Welcome!

Minutes of Previous Meeting (Jaz): Approved by Destiny Lowry,  
Second by Davis Long. Approved with unanimous consent.

Officer Reports: N/A

Treasurer Report (Thomas):

Committee Reports: N/A

### Old Business

- Shasta-
- Parade (Thomas):
- Pig Raffle (Ally): from august- sept 23 we sold our pig raffle tickets which was a huge success! We sold over 200 tickets and our winner was Doug Kaelin, which was announced at our home football game on the 23rd.
- COLC (Marci): The officer team went to Sutter Highschool to attend COLC. COLC is a conference where the superior regional officers show us how to become better officers. We met a lot of new people and got new friendships. We also did workshops where we learned about new stuff and how to make our chapter better. Overall it was a great experience.
- Carcass Contest(Logan)
  - Talk about personal beef awards
  - Emilio Won 1st in the Sheep Carcass Contest



### New Business

- MFE & ALA Sign-Ups ( )
- Opening & Closing November 10th (Addie)
  - Practice Tues/Thurs 7:30a.m.
  - 2 advanced and a novice team to compete in Gridley
- Reverse Trick or Treat (Jaz and Mailey):

This upcoming Halloween the officer team is participating in our Reverse Trick or Treat like we've done in the past. The officers will head down to Enloe Hospital in Chico, CA and we will be creating festive activity kits for fellow patients.

# November Chapter Meeting

## Wednesday 11.14.22

### Minutes

#### Open Meeting

Minutes: (Jazmin)- Approved by: Baker Smith

Second: Mason

Approved with a majority vote

~~Officer Reports: Thomas Treasurer's~~

#### Old

North Valley Section Field Day(Thomas)

-ASB Food Drive(Allie) - 3 cans = 1 FFA point

#### New

-Silver Dollar Fair; Lamb, Goats, and Pig entries open Dec. 1 (Ally)

-State Conference (Josy)

-MFE/ALA 6 spots (Mailey)

-Pedro Gomez ELITE Hog Sale Jan 14th Modesto (Jazmin)

-Dec. 10 Youth Livestock Clinic Showmanship/Care (Logan)

-State Degrees(Addie)

# January Chapter Meeting

1/31/23

## **Open Meeting:**

Officer Reports:

Minutes (Jazmin): Approved by  
Treasurer's Report (Thomas)

## **Old:**

- Mfe / Ala (Thomas)
- North Valley Section Contest (Logan)

## **New:**

- Silver Dollar Exhibitors Pictures/ Bill of sale online (Jaz)
- State Conference 10 people (Addie)
- FFA week Feb 20th-24th (Marc)
- Thurs March 9, 2023 Rib dinner (Thomas)
- State degrees due in March (Mailey)



## December Chapter Meeting Minutes

12/14/2022

### Open Meeting:

Minutes Previous: (Jaz)

Officer Reports: N/A

Treasurer Report: (Thomas)

Committee Report: N/A

### Old Business:

- Pig/Lamb/Goat Silver Dollar Fair entries closed: (Ally)
- Chico State Field Trip
- Make sure YQCA IS DONE!!

### New Business:

- State Conf. \$350 Location: Ontario, CA Date: January 11th Applications due: (Thomas)
- Field Days Floral in Gridley Contest + Arbuckle (Thomas)
- Logging Conf @ Shasta dist fair: (Marci)
- Red Bluff Bull Sale Date: Last week of January: (Jaz)
- Section Speaking Contest Date: Jan 19th Contact Ms. Enke if interested: (Addie)
- State Degree: (Allie)
- MFE/ALA Leadership Conference (Open to juniors and sophomores only)- January 14th in Sacramento: (Logan)
- Silver Dollar Rabbit Entries Open: (osy)

# March Chapter Meeting

3.21.23

Minutes

Officer Reports: no report

Minutes (Jaz)

Treasurer's Report (Thomas)

Old Business:

- State conference (Marci)
- Rib Dinner (Thomas)
- FFA Week (Logan)

New Business:

- Announce Officer Applicants & Interviews (Mailey)
- Silver Dollar Req. (Jaz)
  - Have your photos, front and side profile, of your pig turned in by the 24th of this month
- Banquet May 12th (Josy)
- State Degrees (Addie)
- Volunteer Day at Butte County Fair 8am-12pm(Addie)

Chapter meeting

Thursday 4/27

Officer Reports:

Treasurer report:

Minutes: (Jaz)

Old:

- Papers due for Silver Dollar (Marci) - They were all due last Friday on the 21 and I believe they were four forms that needed to be done. If you are not sure if you did them you can ask Mr. Boyes
- State Degree Recipients (Mailey)

New:

- Banquet May 12th (Addie)
- Farm Day ( Thomas)
- Pigs for Butte County, barn contracts (Jaz)
- Barn Beautification May 3rd after school (Addie)

**Guidesheet 06.2023: June 2023 Update Packet**

Status: ADOPTED

Original Adopted Date: 06/15/2023 | Last Reviewed Date: 06/15/2023

## CSBA POLICY GUIDESHEET June 2023

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

### Board Policy 0420.41 - Charter School Oversight

Policy updated to reflect that the Governing Board may deny a request for an expansion that constitutes a material revision to a charter if the request to expand operations is demonstrably unlikely to serve the interests of the entire community in which the school is proposing to locate or the district is not in a position to absorb the fiscal impact of the proposed charter school, and to include a general reference to exemptions from the geographic boundary requirement that charter schools be located within the geographic boundaries of the authorizing district. Policy also updated to include that the district may charge the charter school for the actual costs of supervisory oversight up to one percent of the charter school's revenue if the district provides the charter school with facilities and charges the charter school a pro-rata share of the facilities costs. Additionally, policy updated to reference additional components that must be included in the procedures specified in the charter for when a charter school ceases operation.

### Exhibit(1) 0420.41 - Charter School Oversight

Exhibit updated to include that admission preferences may not result in limited enrollment access for specified students and that mandatory parental volunteer hours may not be the basis of a preference or criterion for admission or continued enrollment, reflect **NEW LAW (AB 181, 2022)** which requires identified schools to complete and adopt an Individuals with Disabilities Act Addendum as part of the local control and accountability adoption and annual update, delete the requirement, based on changed guidance from the California Department of Education, to offer transitional kindergarten if the charter school offers a kindergarten program, add material regarding exemption for eligible students with disabilities from coursework and other requirements adopted by the charter school board that are in addition to the statewide course requirements, reflect **NEW LAW (AB 748, 2022)** which requires each school serving students in any of grade 6-12 to create and prominently display, as specified, a student mental health poster, and clarify that the charter school's policy on bullying and harassment be posted on the charter school's website.

### Board Policy 1113 - District and School Websites

Policy updated to incorporate concepts from **NEW LAW (AB 2273, 2022)** which, although not necessarily applicable to districts, requires a business that provides an online service, product, or feature likely to be accessed by children to comply with specified requirements and provides good guidance for districts seeking to create a safe online space for students.

### Exhibit(1) 1113 - District and School Websites

Exhibit updated to reflect that the California Department of Fair Employment and Housing is now named the Civil Rights Department, amend the title of one of the employment related posters for consistency with other sample policy materials, reflect **NEW LAW (SB 1479, 2022)** which requires the district to post on its website its COVID-19 testing plan, **NEW LAW (AB 185, 2022)** which requires the district to post on its website interim expenditure reports on the use of Learning Recovery Emergency Funds and **NEW LAW (AB 748, 2022)** which requires each school site serving students in any of grades 6-12 to have a digitized mental health poster that is distributed online to students through social media, web sites, portals, and learning platforms at the beginning of each school year.

### Board Policy 4112.2 - Certification

Policy updated to reference that the Commission on Teacher Credentialing (CTC) has adopted regulations to implement statutory changes to the subject matter competence requirements, add, to the first philosophical paragraph, demonstration of competency in the subject matter to be taught to the attributes of certificated staff, provide that the Governing Board is required to adopt an annual resolution that it has made reasonable efforts to recruit a fully prepared teacher before hiring, in accordance with a specified hiring hierarchy, a candidate who is not fully credentialed, clarify that the Board's obligation to take action to approve a notice of

intent to employ a provisional internship permit does not require that the item be an action item, and add that the Declaration of Need specify each subject to be listed on the General Education Limited Assignment Single Subject Teaching Permits and the target language on Emergency Bilingual Permits.

#### **Administrative Regulation 4112.2 - Certification**

Regulation updated to clarify that the district may charge a fee to persons being tested to cover the cost of developing, administering, and grading the district proficiency test, include administrative leave related to dismissal and suspension proceedings and military leave as types of leaves for which the Superintendent or designee may request the Commission on Teacher Credentialing (CTC) to issue a Teaching Permit for Statutory Leave, and add a new section "Early Childhood Education Emergency Specialist Permit/Emergency Transitional Kindergarten Permit" (ETK) which reflects **NEW LAW (AB 210, 2022)** authorizing the district to request a one-year early childhood education emergency specialist permit which allows the teaching of all subjects in a self-contained transitional kindergarten general education classroom. Regulation also updated to reference **NEW LAW (SB 1397, 2022)** which requires CTC, until July 1, 2024, to waive the basic skills proficiency requirement for the issuance of an emergency 30-day substitute permit and **NEW LAW (AB 1876, 2022)** which requires CTC to accept an alternative verification of substitute teaching as part of the requirements for initial issuance of an emergency career substitute teaching permit.

#### **Exhibit(1) 4112.9/4212.9/4312.9 - Employee Notifications**

Exhibit updated to add employee notifications related to (1) homeless liaison services and training, (2) transfer of coursework and credits for highly mobile students, (3) training of volunteers in regard to the administration of emergency anti-seizure medication, and (4) nondiscrimination in the offering of career and technical education courses. Exhibit also updated to clarify that the notice regarding (1) potential exposure to COVID-19 remain posted for not less than 15 calendar days, (2) disability insurance rights and benefits be given upon employment and when the employee goes on leave for pregnancy or non-occupational sickness or injury, and (3) employees assigned to a work area in a laboratory setting be given, within 15 days after receiving a monitoring result related to an employee exposure determination, specified notices. Exhibit additionally updated for conforming changes.

#### **Board Policy 4140/4240/4340 - Bargaining Units**

Policy updated to align the definition of "management employee" with code language and to reference **NEW LAW (SB 931, 2022)** which provides that any district found by the Public Employment Relations Board to be in violation of the prohibition against deterring or discouraging district employees or job applicants from becoming or remaining members of an employee organization, authorizing representation by an employee organization, or authorizing dues or fee deductions to an employee organization, may be subject to civil penalties of \$1,000 for each affected employee, up to a maximum of \$100,000 in total, and may be ordered to pay attorney's fees and costs to the employee organization. Policy also updated to specify that the Superintendent or designee may communicate with district employees regarding their rights to join and/or support an officially recognized employee organization or to refrain from joining or supporting an officially recognized employee organization, add applicable number of days for compulsory interest arbitration related to access to new employee orientation, expand the material regarding district requirements for new employee orientations that are applicable until June 30, 2025, reference **NEW LAW (SB 1131, 2022)** which extends the Safe at Home address confidentiality program to employees who face threats of violence, or violence or harassment from the public because of the employee's work for the district, and clarify language regarding information that should not be disclosed when an employee submits a written request to keep specified information private.

#### **Administrative Regulation 4161.1/4361.1 - Personal Illness/Injury Leave**

Regulation updated to delete outdated material and to reflect **NEW LAW (AB 1041, 2022)** which includes a "designated person" in the definition of family member for whom an employee may take leave to care for.

#### **Administrative Regulation 4261.1 - Personal Illness/Injury Leave**

Regulation updated to align language regarding miscarriage with analogous language in administrative regulation for certificated staff, delete outdated material, and reflect **NEW LAW (AB 1041, 2022)** which includes a "designated person" in the definition of family member for whom an employee may take leave to care for.

#### **Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves**

Regulation updated to reflect **NEW LAW (AB 1949, 2022)** which requires a district to provide up to five days of bereavement leave to a qualified employee for the death of a family member, and provide clarifying language regarding the definitions of "family member" and "immediate family" and implications for

bereavement leave. Regulation also updated to reference **NEW LAW (AB 1041, 2022)** which expands the definition of a family member for whom an eligible employee may take leave to care for to include a "designated person."

**Administrative Regulation 4161.8/4261.8/4361.8 - Family Care and Medical Leave**

Regulation updated to reflect **NEW LAW (AB 1041, 2022)** which expands the definition of a family member for whom an eligible employee may take leave to care for to include a "designated person," provide that an employee may identify the designated person at the time of the employee's request for leave, and include that the district may limit an employee's use of CFRA leave to care for one designated person per 12-month period.

**Board Policy 5117 - Interdistrict Attendance**

Policy updated to reference **NEW LAW (AB 185, 2022)** which extends the school district of choice program to July 1, 2028, and to reflect **NEW LAW (SB 941 2022)** which authorizes a district to enter into an Instruction Collaboration Agreement with another local educational agency(ies) (LEA) to offer the same or similar courses and coursework to students from another LEA who have been impacted by teacher shortages, disruptions, or cancelations in science, technology, engineering, and mathematics classes, or dual language immersion programs.

**Board Policy 5141.5 - Mental Health**

Policy updated to expand the first philosophical paragraph and reflect the U.S. Surgeon General's **NEW GUIDANCE** regarding the importance of social connection and the impact of social media on health and well-being. Policy also updated to reflect **NEW LAW (SB 14, 2021)** which requires the California Department of Education (CDE) to recommend best practices and identify training programs to address student behavioral and mental health, including common psychiatric conditions and substance use disorders, safely deescalating crisis situations involving students with a behavioral health disorder, linking students with referrals, and providing instruction on how to maintain student privacy and confidentiality. Policy also updated to reflect that districts are required to notify students and parents/guardians twice a year about how to access mental health services, **NEW LAW (AB 748, 2022)** which requires each school site serving students in any of grades 6-12 to create a mental health poster, and **NEW LAW (AB 167, 2021)** which requires CDE to develop guidelines for the use of telehealth technology in schools.

**Board Policy 5141.6 - School Health Services**

Policy updated to expand the first philosophical paragraph to include the unique position of districts to increase health equity and the utilization of telehealth as a method to deliver health care services in schools. Policy also updated to provide for preventative programming and intervention strategies as types of health services to be provided by districts.

**Administrative Regulation 5141.6 - School Health Services**

Regulation updated to include behavioral health services in the list of school health services that the district may provide, and that the district may deliver health care services to students by way of telehealth technology. Regulation also updated to reflect Department of Healthcare Services Policy and Procedure Letters No. 21-017R and No. 23-004 which require districts to develop a plan to ensure that individuals with disabilities are able to effectively communicate and participate in the Medi-Cal program. Additionally, regulation updated to provide that a district may seek reimbursement from a student's health care service plan when the district provides services or arranges for the provision of services to a student for treatment of a mental health or substance use disorder.

**Policy 5145.6 - Parent/Guardian Notifications**

Policy updated to reflect Health Care Services Policy and Procedures letter No. 21-017R and No. 23-004 which require districts to develop a plan to meet alternative formatting requirements for individuals with disabilities to enable individuals with speech, vision, and hearing disabilities to effectively communicate and participate in the Medi-Cal program.

**Exhibit(1) 5145.6 - Parent/Guardian Notifications**

Exhibit updated to add parent/guardian notifications related to (1) the manner in which district-established graduation requirements and career and technical education courses satisfy college entrance A-G course criteria, (2) California's child access prevention laws and laws related to the safe storage of firearms, (3) transfer of coursework and credits for highly mobile student populations, (4) how to access mental health services at school and/or in the community, (5) the online distribution of a digitized mental health poster, (6) type 1 diabetes information, (7) the opportunity to submit written comments on the local control and accountability plan, (8) student's participation in state assessments and option to request an exemption from testing, (9)

information related to the district's food service programs, (10) upcoming eye examinations at school site and option to opt-out of eye examinations, (11) potential eligibility for services or accommodations pursuant to Section 504 or an individualized education program, (12) limitations on disenrollment of a child in a preschool or child care program, including expulsion and suspension, including how to file an appeal in the event of expulsion or suspension, (13) program plan for maintaining a child's safe participation in a preschool or child care program when a child exhibits persistent and serious challenging behaviors, (14) receipt of a "Notice of Action, Recipient of Services," prior to suspending or expelling a child in a preschool program, (15) the provision of a suspension and expulsion notice, manifestation determination notice, involuntary transfer notice, and related information to a foster youth's educational rights holder, attorney, and county social worker, and an Indian child's tribal social worker and, if applicable, county social worker, (16) findings from an evaluation of participating in an independent study course when satisfactory education progress is not being met, (17) exemption from district-established graduation requirements for students with disabilities, (18) requirement to stock and make available an adequate supply of menstrual products free of cost, (19) posting of child care license, and (20) requirement to post rates, discounts and scholarship options at child care facilities. exhibit also updated for conforming changes.

#### **Board Policy 5148 - Child Care and Development**

Policy updated to reflect **NEW LAW (AB 210, 2022)** which (1) provides grant funding until June 30, 2027 for the purpose of increasing access to inclusive early care and education programs, (2) extends the date by which the California Department of Education and the California Department of Social Services (CDSS) are required to adopt implementing regulations related to early childhood development, and (3) specifies as one of the indicators for the implementation of quality child care and development programs that staff have the appropriate and required training, or any combination of qualifications, experience, or training. Policy also updated to delete material specific to COVID-19 and reflect a district's obligation to provide distance learning when a child care program is physically closed by a local or state public health order, reference that the Commission on Teacher Credentialing has adopted regulations pertaining to the prekindergarten-grade 3 early childhood education specialist credential that include requirements, and accelerated pathways to meet the requirements, in an effort to increase the number of early childhood education teachers, and reference **NEW LAW (AB 2827, 2022)** which requires CDSS to revise its regulations to permit children with disabilities to use outdoor play spaces simultaneously with children who do not have disabilities without having to first seek a regulatory waiver and to specify any health and safety requirements that are required to be met when simultaneous play occurs.

#### **Administrative Regulation 5148 - Child Care and Development**

Regulation updated to reference **NEW LAW (AB 2131, 2022)** which authorizes the California Department of Social Services (CDSS) to implement and administer the creation of a single child care center license through all-county or similar written instruction until regulations are adopted and to reflect **NEW LAW (AB 210, 2022)** which (1) specifies as one of the indicators for the implementation of quality child care and development program activities that meet the needs of dual language learners, and (2) provides that when eligibility for child care and development services are based on an adjusted monthly family income at or below 85 percent of the state median income, adjusted for family size, that calculation does not include foster care payments made on behalf of a child or guaranteed income payments. Regulation also updated to delete outdated material regarding the requirement to test for lead contamination in drinking water for buildings constructed before January 1, 2010, reference **NEW LAW (AB 185, 2022)** which requires CDSS to adopt regulations regarding the exclusion from family income of foster care payments made on behalf of a child or income guaranteed income payments, as described above, and reflect **NEW LAW (SB 1047, 2022)** which (1) extends eligibility for child care and development programs to families in which a member of the family has been certified as eligible to receive benefits from specified means tested government programs and that priority for enrollment must be based on the income declared on the application of the government program, and (2) provides that upon establishing initial eligibility or ongoing ability for child care and development services, a family is considered to meet eligibility and need requirements for services for not less than 24 months before having eligibility or need recertified, unless an exceptions exists. In addition, regulation updated to reflect **NEW LAW (AB 321, 2022)** which provides that in the second priority category for enrollment, when there are two or more families with the same income ranking, children who reside in homes in which the primary language is not English are required to be admitted first, add material regarding a family establishing eligibility for child care and development services on the basis of receiving services under a CalWORKs Stage 1,2, or 3 program since this differs from the 24 month eligibility period as described above, delete material applicable only to the 2021-22 school year, add that licensed child care centers are required to post their rates, and discounts or scholarship policies, if any, in a prominent location adjacent to the license at the child care facility, add a new section entitled "Expulsion/Unenrollment and Suspension Based on Behavior" which reflects **NEW LAW (AB 2806, 2022)** establishing requirements for expulsion, unenrollment, or suspension of a child from a child care and

development program and reflects a joint statement by the U.S. Department of Education and U.S. Department of Health and Human Services in regard to ensuring that children with disabilities are not suspended or expelled because of disability-related behaviors. Additionally, regulation updated to more closely align with law the order of disenrollment when necessary due to a reduction in state reimbursements, delete material related to the personal belief exemption as this exemption no longer exists, clarify that medical exemptions are required to specify how long the exemption is expected to be needed and that it may not extend beyond the current grade span, reflect **NEW LAW (AB 1797, 2022)** which requires child care centers to disclose specified immunization information to local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, clarify that verification of an excused absence be signed by the district's authorized representative if verification is made by telephone, include procedures districts are required to follow when a child has been absent and the family has not been in communication with the district's child care and development services program coordinator or site supervisor for seven consecutive calendar days, specify that any appeal from a hearing requested by a parent/guardian regarding a Notice of Action be appealed to the Child Development Division, and add a new section entitled "Coordinating Transitions" which includes material regarding the district's obligations when a child in the district's child care and development program transfers to a local public school and reflects **NEW LAW (SB 188, 2022)** which requires districts to designate a main point of contact for coordinating and completing the transition of a child and family from Part C of the Individuals with Disabilities Education Act (IDEA), infant/toddler programs, to Part B of IDEA, preschool.

**Board Policy 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities**

Policy updated to reflect **NEW LAW (AB 181, 2022)** which (1) requires districts to exempt an eligible student with a disability from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements and award such student a high school diploma, and (2) provides that any such exempted student is eligible to participate in any graduation ceremony and school activity in which a student of similar age without a disability would be eligible to participate.

**Board Policy 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education**

Policy updated to reflect a December 2022 Davis Joint Unified School District Resolution Agreement with the U.S. Department of Education, Office for Civil Rights, regarding the use of seclusion and restraint as it relates to a free appropriate public education for students with disabilities placed in nonpublic schools.

**NEW - Board Policy 6173.4 - Education for American Indian Students**

New policy addresses legal implications and best practices for the education of American Indian students, including a philosophical statement which recognizes the unique cultural, language, and educational needs of Indian students and the ways those needs may be addressed, the importance of culturally relevant curriculum for all students related to local American Indian tribes, and the practice of implementing strategies necessary for the improvement of the academic achievement of American Indian students. Policy also provides for the involvement of a California Indian Education Task Force as encouraged by **NEW LAW (AB 1703, 2022)**, the identification of and related supports for American Indian students most at-risk of not meeting state academic standards, the additional protections for American Indian students prior to an involuntary transfer to a suspension, expulsion, assignment to a supervised suspension classroom, or involuntary transfer to a continuation school in accordance with **NEW LAW (AB 740, 2022)**, the provision of programs to facilitate the successful transition of American Indian students to post-secondary education and employment, professional development to assist those working with students regarding the unique needs of American Indian students, and annual reporting to the Governing Board regarding the outcomes of American Indian students. Additionally, policy includes a section entitled, "Title VI Indian Education Program," with material moved from deleted Administrative Regulation 6173.4 - Title VI Indian Education Program, and reflects major requirements for districts that receive Title VI Indian education funding.

**DELETE - Administrative Regulation 6173.4 - Title VI Indian Education Program**

Regulation deleted as unnecessary with material moved to new Board Policy 6173.4 - Education for American Indian Students.

**Board Policy 6174 - Education for English Learners**

Policy updated to remove outdated material and reflect **NEW LAW (SB 941, 2022)** which permits a district to enter into an instruction collaboration agreement with another school district, county office of education, or charter school to offer the same or similar courses and coursework to students who have been impacted by teacher shortages, disruptions, or cancellations to science, technology, engineering, and mathematics classes, or dual language immersion programs.



### **Administrative Regulation 6174 - Education for English Learners**

Regulation updated to remove outdated material and reflect updated information from the California Department of Education's (CDE) English Learner Federal Program Monitoring 2022-23 Instrument, CDE's Reclassification Criteria website, and letters from CDE which provide updated reclassification guidance regarding the criteria used to determine whether an English learner should be reclassified, including a review of the student's curriculum mastery and academic performance, the provision of an interpreter for parents/guardians, when necessary, as part of the parent/guardian involvement, comparison of student performance on an objective assessment of basic skills in English against an empirically established range of performance in basic skills, based on the performance of English proficient students of the same age, which demonstrates whether the student is sufficiently proficient in English to participate effectively in a curriculum designed for students of the same age whose native language is English. Regulation also updated to include that the four years of post-reclassification monitoring should be utilized to ensure that students have not prematurely exited, any academic deficit incurred through participation in the English learner program has been remedied, and the students are meaningfully participating in the standard instructional program compared to students who had never participated in an English learner program. Additionally, regulation updated to clarify that the LCAP advisory committee provides input regarding exiting language acquisition programs and the possible establishment of other programs.

### **Board Bylaw 9322 - Agenda/Meeting Materials**

Bylaw updated to move material regarding public comments to be with content related language, amend language to be more closely aligned with code language, add material regarding the means for in-person and remote public comments, reflect **NEW LAW (AB 2449, 2022)**, which requires boards to maintain and implement a procedure for receiving and swiftly resolving requests for reasonable accommodation to board meetings for individuals with disabilities. Bylaw also updated to provide that each agenda for a regular meeting is required to list the address designated by the Superintendent or designee for public inspection of documents related to records of a statement threatening litigation against the district to be discussed in closed session, in addition to documents related to open session, when such documents have been distributed to the Governing Board less than 72 hours before a Board meeting, clarify that the Board president and Superintendent decide when an item is placed on the agenda, include that public records under the Public Records Act and which relate to an agenda item which contain a claim or written threat of litigation which will be discussed in closed session are required to be made available to the public, in addition to documents which relate to an agenda item scheduled for the open session of a regular meeting, and **NEW LAW (AB 2647, 2022)** which clarifies how districts can, without opening their offices after normal business hours, comply with the portion of the Brown Act that requires writings or documents distributed to a majority of a local legislative body less than 72 hours before a meeting to also be distributed to the public.

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### **Supporting Documents**



[June 2023 Guidesheet](#)

**BEFORE THE GOVERNING BOARD OF  
BIGGS UNIFIED SCHOOL DISTRICT  
BUTTE COUNTY, CALIFORNIA**

**In the matter of: CHANGES TO THE SIGNATORIES  
OF THE SAVINGS AND CHECKING ACCOUNTS AND  
GRANT ACCESS TO BIGGS ELEMENTARY SCHOOL  
ASSOCIATED STUDENT BODY BANK ACCOUNTS**

**Resolution # 2023-2024 #01**

**WHEREAS**, The Biggs Elementary School maintains an Associated Student Body cash bank checking and savings accounts at Self-Help Federal Credit Union Bank.

**WHEREAS**, Ms. Beverly Landers was appointed Principal of Biggs Elementary School effective July 3, 2023 and Ms. Tracey McPeters was appointed Principal of Richvale Elementary School/Special Project effective July 1, 2023.

**WHEREAS**, Ms. Laquita Ulrich resigned as Principal of Biggs Elementary School effective June 30, 2023.

**WHEREAS**, Mr. Douglas Kaelin continues to serve as Superintendent, Ms. Clara Callaway as ASB- Bookkeeper, and Ms. Kelly Lewis as Attendance Clerk.

**NOW, THEREFORE, BE IT RESOLVED** that the following signatory changes be made to the Biggs Elementary Associated Student Body cash bank accounts and to grant access to Biggs Elementary School Associated Student Body Savings and Checking Bank Accounts at Self Help Federal Union Bank.

Add: Ms. Beverly Landers and Ms. Tracey McPeters

Remove: Ms. Laquita Ulrich

Maintain: Mr. Douglas Kaelin, Ms. Clara Callaway and Ms. Kelly Lewis

**DULY PASSED and ADOPTED** this 9th day of August 2023 by the Governing Board of Biggs Unified School District by the following roll call:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

Signed and Approved by me after this passage.

\_\_\_\_\_  
Linda Brown, Governing Board President

Attest:

\_\_\_\_\_  
America Navarro, Clerk

## CONSULTING SERVICES AGREEMENT

**I. The Parties.** This Consulting & Retainer Agreement ("Agreement") is made effective as of July 17 2023, by and between an individual known as Bev Landers with a mailing address of 4243 Stable Lane, Chico, California, 95973 ("Consultant") and a business entity known as Biggs Unified School District with a mailing address of 399 B Street, Biggs, California, 95917 ("Client").

**II. Services.** Consultant agrees to provide the following services ("Services"): Provide daily guidance of the school, including: supporting students, parents and facility; curriculum and instruction, professional development and framing a caring community for all stakeholders

**III. Term.** The Services shall commence on the date of July 3 2023, and end on the date of June 29 2024. The consult shall provide 215 days of services.

**IV. Payment.** In consideration for the Services provided, the Consultant is to be paid the following:

A 12 month contract, divided into 12 equal monthly payments of \$9,833.00 ("Payment")

**V. Payment Interval.** Consultant shall be paid, in accordance with Section IV, to be paid on a monthly basis after the Services have started. After the Services have been completed, if there is any remaining balance it shall be paid within thirty (30) days by the Client. The consultant shall provide the client with W9 form, figure prints, TB test prior to rendering services. The consultant shall submit monthly invoices by the last working day of the month and payment will be made on or before the 10<sup>th</sup> of the following month.

**VI. Retainer.** The Client is not required to pay a retainer as part of this Agreement.

**VII. Expenses.** The Client shall be responsible to pay for all "out-of-pocket" expenses of the Consultant as well as their internal expenses which includes, but is not limited to, supplies, equipment, purchase must have prior approval from the client.

**VIII. Termination Clause.** The Consultant and Client may terminate this Agreement at any time with notice of at least 30 Day(s) notice.

**IX. Return of Records.** Upon termination of this Agreement, the Consultant shall deliver all records, notes, and data of any nature that are in the Consultant's possession or under the Consultant's control and that are of the Client's property or relate to Client's business.

**X. Disputes.** If any dispute arises under this Agreement, the Consultant and the Client shall negotiate in good faith to settle such dispute. If the parties cannot resolve such dispute themselves, then either party may submit the dispute to mediation by a mediator approved by both parties. If the parties cannot agree with any mediator or if either party does not wish to abide by any decision of the mediator, they shall submit the dispute to arbitration by any mutually acceptable arbitrator, or the American Arbitration Association (AAA). The costs of the arbitration proceeding shall be borne according to the decision of the arbitrator, who may apportion costs equally or in accordance with any finding of fault or lack of good faith of either party. If either party does not wish to abide by any decision of the arbitrator, they shall submit the dispute to litigation. The jurisdiction for any dispute shall be administered and decided upon the Client.

**XI. Legal Notice.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in-person or deposited in the United States Postal Service via Certified Mail with return receipt.

**XII. Non-Compete.** During the term of this Agreement, and for the maximum term allowed under State and Federal laws following its termination, the Consultant shall not engage in any activity that would compete in any way whatsoever with the activities of the Client in which the Consultant was or is involved, or where the Consultant gained confidential or sensitive information of the Client, directly or indirectly through the delivery of the Services. For further clarity, this section is to be geographically limited to areas and locations that the Customer operates and conducts its business activity.

**XIII. Entire Agreement.** This Agreement, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, conditions, or understandings between the Client and Consultant. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

Consultant's Signature Bowly Zerk Date 7/19/23

Print Name Biggs Unified  
School District

Client's Signature Ray Kar Date 7-23-22

Vehicles that need to be decommissioned and sold or destroyed

BIGGS UNIFIED SCHOOL DISTRICT	CHEVROLET	MAINT TRUCKTRUC	COMMERCIAL VEHICLE	1995	1GBGC34K0SE186667
BIGGS UNIFIED SCHOOL DISTRICT	FORD	MAINT TRUCK F350	COMMERCIAL VEHICLE	2006	1FDSF35PX6EC25306
BIGGS UNIFIED SCHOOL DISTRICT	KIA	SEDONA (Van #36)	PRIVATE PASSENGER VEHICLE	2009	KNDMB233396318377
BIGGS UNIFIED SCHOOL DISTRICT	KIA	SEDONA (Van#35)	PRIVATE PASSENGER VEHICLE	2009	KNDMB233496318369
BIGGS UNIFIED SCHOOL DISTRICT	FORD	MAINT TRUCK F250	COMMERCIAL VEHICLE	1990	2FTHF25H3LCA43529
BIGGS UNIFIED SCHOOL DISTRICT	FORD	MAINT TRUCK F150	COMMERCIAL VEHICLE	1992	2FTDF15Y0NCA20902

Does Not Run

# BIGGS UNIFIED SCHOOL DISTRICT

July 19, 2023

Item Number: 13 H

Item Title: Amendment of CBO Contract Salaries and Fringe Benefits

Presenter: Doug Kaelin

Attachments: Proposal

Item Type:  Consent Agenda  Action  Report  Work Session  Other

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## **Background/Comments:**

Chief Business Officer Contract modification beginning August 1, 2023, a 10% increase in salaries and a \$1,828 increase in health and welfare benefits district contribution for SY 2023/24.

The certificated and confidential employees included a negotiated 11% on salaries. The Chief Business Officer's health and welfare contribution increases to \$9,028.

## **Fiscal Impact:**

A sum total of \$15,460 will be taken from General Fund for SY2023/24.

## **Education Impact:**

None

## **Recommendation:**

Recommends the Board approve CBO salaries, health, and welfare increases.

BIGGS UNIFIED SCHOOL DISTRICT  
CONTRACT OF EMPLOYMENT FOR CHIEF BUSINESS OFFICIAL

PREAMBLE

The following is an agreement between the Biggs Unified School District, a public school district of the State of California ("District") and **Analyn Dyer**, an individual (referred to herein as "Chief Business Official/CBO").

RECITALS

**1. TERM OF CONTRACT**

The terms of this contract shall commence on August 1, 2023, subject to the terms and conditions hereinafter set forth. The contract shall be in effect through June 30, 2025 unless terminated early pursuant to the provisions of this Agreement, or unless extended as provided herein or as provided by law.

The District shall provide the CBO with at least forty-five (45) days written notice prior to the expiration of this Agreement of the intention of the District not to renew the agreement.

**2. GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Agreement is subject to all applicable laws of the State of California, the California Education Code, the rules and regulations of the California State Board of Education, and the rules, and the regulations and policies of the Board, all of which are incorporated herein by reference and made a part of this Agreement.

In accordance with Education Code Section 45100.5, the position of Chief Business Official is hereby designated as senior management of the classified service and shall be afforded all the rights, benefits, and burdens of other classified employees, except that the Chief Business Official shall be exempt from all provisions relating to obtaining permanent status in a senior management position. The employment rights are as provided in Education Code sections 45104.5 and 35031.

**3. DUTIES AND RESPONSIBILITIES**

The Chief Business Official shall assist the Superintendent in maintaining the business and budget functions of the District. The Chief Business Official supervises all business services personnel.

The Chief Business Official shall render twelve (12) months of full and regular services to the Biggs Unified School District during each annual period covered by the agreement, except as hereinafter provided.

The Chief Business Official shall endeavor to maintain and improve her professional competence by all available means including subscription to the reading of appropriate periodicals, maintenance of membership in appropriate professional organizations, and attendance at professional meetings at the local, state and national level, with the Superintendent's approval. The expense of said subscriptions, memberships, and attendance is to be at District expense. The Chief Business Official shall receive permission from the Governing Board and Superintendent for her attendance at out-of-state meetings and periodically report to the Governing Board her appraisal of the meetings.

This is an agreement for the performance of professional services as the Chief Business Official of the District. In recognition of the purposes of this Agreement, the CBO shall not be assigned to any other position nor have her duties assigned to others without the CBO's consent. No policy or bylaw of the District shall diminish the CBO's statutory or contractual authority. All duties assigned to the CBO by the Superintendent shall be appropriate to and consistent with the professional role and responsibility of the CBO.

The CBO shall be entitled to attend all regular, special and (when necessary) closed session meetings of the Board, and shall serve as an ex officio member on any and all District committees and subcommittees as needed, and shall be entitled to submit recommendations on any items of business considered by the Board or any committee or subcommittee of the District.

#### **4. OTHER PROFESSIONAL ACTIVITIES**

With the approval of the Governing Board, the Chief Business Official may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations; said outside professional activities may be performed for consideration provided they do not interfere with or conflict with the Chief Business Official's performance of her duties under this agreement.

#### **5. SALARY**

The Chief Business Official's annual salary (effective August 1, 2023) shall be \$125,400. payable in twelve (12) equal monthly payments. (The first year of the contract shall be pro-rated based on the hire day)

The Governing Board reserves the right to modify the annual salary rate of any or all years of the Chief Business Official's contract, with the mutual consent of the Chief Business Official. Such modifications may be retroactive. However, by so doing, a new contract has not been entered into, nor the termination date of the existing contract extended.

In an effort to maintain equity with other certificated and administrative personnel, the Chief Business Official shall receive a total compensation increase (salary and/or district contribution towards medical, dental and vision) each year of this agreement that is not less than the percentage increase given to the administrative/management team.



## **6. WORK DAYS**

July 1, 2023 – June 30, 2025, The Chief Business Official's work year shall be 12 months, 225 work days.

The Chief Business Official shall accrue sick leave at the rate of twelve (12) days per contract year. Such days may be used prior to their accrual, but not to exceed the total accumulated and which may accrue in that contract year.

## **7. FRINGE BENEFITS**

Health and Welfare - The District shall contribute \$9,028.00 towards a medical benefits package through Butte Schools Self-Funded program.

All statutes applicable to classified sick leave and disability leave shall apply. Unused sick leave and disability insurance shall be compensated according to Governing Board policies.

The District shall pay the Chief Business Official's annual professional dues in CASBO and any other professional organization that directly contributes to her ability to perform her duties as the Chief Business Official as determined by the Superintendent.

The District shall reimburse the Chief Business Official for all actual and necessary expenses incurred by the Chief Business Official within the scope of employment and while representing the District. The Chief Business Official shall submit original receipts and/or billing slips for all expenses to be paid out of an expense account established by the Board. Should the District require the Chief Business Official to attend or to participate in a function requiring that the Chief Business Official be absent from home, the Chief Business Official may, at her option, be accompanied by her family members. Any increased travel or accommodation expenses occasioned by the presence of the family members will be borne completely by the Chief Business Official.

## **8. EVALUATION**

On or prior to June 30 of each year the Superintendent shall evaluate the performance of the Chief Business Official according to the position description. In the event the Superintendent determines that the performance of the Chief Business Official is satisfactory, the Superintendent shall so state in writing.

In the event the performance of the Chief Business Official is less than satisfactory, the Superintendent shall discuss in written detail the unsatisfactory performance including specific instances where appropriate. Each area ranked less than satisfactory shall be supplemented with recommendations for improvement and Superintendent-developed plan for accomplishing said improvement.

A copy of the written evaluation shall be delivered to the Chief Business Official within ten (10) days of its completion. The Chief Business Official shall have the right to make a written response to the Superintendent respecting the evaluation. Within thirty (30) days of the

delivery of the written evaluation to the Chief Business Official, the Superintendent shall meet with the Chief Business Official to discuss the evaluation.

## **9. CHANGES IN OR TERMINATION OF CONTRACT**

Notwithstanding any other provision of this agreement, pursuant to Education Code section 35031, the Board may, upon the giving of forty-five (45) days notice, terminate this agreement effective as of June 30 of any year during the term of this agreement. In the absence of such timely notice, this Agreement shall be deemed to be renewed for one additional year on the same terms, but in no event may this Agreement be extended or renewed beyond June 30, 2025, except by action of the Board in open session at a regular public meeting.

In the event the agreement is terminated for any reason by the Board other than material breach, the Chief Business Official shall receive no more than one month's salary for each month remaining on the term of the agreement, but in no event shall this amount exceed twelve (12) months' payment if the remaining term exceeds twelve (12) months at the time of termination.

This agreement may be changed or terminated by mutual consent of the parties hereto in the manner provided for in Education Code, Section 35031, provided, however, that the party seeking such change or termination shall give not less than sixty (60) days written notice to the other party.

Additional amendments may be added to the contract by mutual consent of the Chief Business Official and the Governing Board at any time during the period of this contract, provided such agreements are reduced to writing and signed by both parties.

This agreement may be terminated by the Governing Board for cause, including but not limited to material breach of contract or any grounds constituting good cause, including failure by the Chief Business Official to perform any of the duties and responsibilities as set forth in the position description of the Chief Business Official, or any other material breach of the agreement by the Chief Business Official. Notice of termination for cause shall be given in writing, and the CBO shall be entitled to appear before the Governing Board to discuss such causes. The CBO shall be afforded the right to be represented by counsel at her own expense, the right to present witnesses and evidence on her behalf and to cross-examine witnesses presented against her, and the right to a decision based on the matters at the hearing and stating the ground for any action. Such meeting shall be conducted in closed session unless specifically prohibited by state law. The CBO shall not be entitled to severance pay in the event of termination for cause.

Reimbursement by CBO to the District: If this Agreement is terminated, any cash settlement related to the termination that the CBO may receive from the Governing Board shall be fully reimbursed to the Governing Board if CBO is convicted of a crime involving an abuse of her office or position as defined by Government Code Section 53243.4.

Should the Chief Business Official be unable to serve in her position due to physical and/or mental condition, and upon expiration of the sick leave entitlement as provided by statute and Governing Board policies, and upon written evaluation by a licensed physician designated by

the District indicating the inability of the Chief Business Official to further serve in her position of employment, this contract shall be terminated by the Governing Board.

This agreement shall terminate upon the occurrence of any of the following events:

- Whenever the CBO and District shall mutually agree to termination in writing
- Upon the death of the CBO

## **10. INDEMNITY**

In accordance with the provisions of Government Code Section 825 and 995, the District shall defend the Chief Business Official from any and all demands, claims, suits, actions and legal proceedings brought against the CBO in the CBO's individual capacity, or official capacity as an agent and employee of the District, provided that the incident giving rise to any such demand, claim, suit, action or legal proceeding arose while the Chief Business Official was acting within the scope of employment.

Upon retirement or separation from the district, the CBO will continue to be indemnified for any actions taken against her related to her role as the CBO for the district.

## **11. INCORPORATION OF GOVERNMENT CODE SECTIONS**

In the event this agreement or applicable law is construed or interpreted to provide any paid leave pending an investigation, criminal legal defense, or cash settlement in the event of termination, the specific limitations set forth in government code sections 54243, 53243.1, 54242.2, 5324.3 and 5324.4 are fully incorporated into this agreement.

### **GENERAL PROVISIONS**

In witness herein we affix our signatures to this agreement as the full and complete understanding of the relationships between the parties hereto.

This contract is the full and complete agreement between the parties hereto, and it can be changed or modified only by a written agreement, signed by all parties or their successors in interest to this agreement.

References to code sections in this agreement are references to sections in force at the time the agreement was signed and to successor sections covering the same statutory issues or to which may subsequently amend the section referred to herein.

IN WITNESS WHEREOF, this Agreement has been executed this 9<sup>th</sup> day of August, 2023.

BY: \_\_\_\_\_

Linda Brown , Board President

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

Doug Kaelin, Superintendent

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

Analyn Dyer, CBO

DATE: \_\_\_\_\_

**PUBLIC DISCLOSURE FORM**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and GC 3547.5 and 3540.2

**Biggs Unified School District**

Bargaining/Represented Unit: Biggs Unified Teachers Association

Certificated                       Classified                       Confidential                       Management

The proposed agreement covers the period beginning August 1, 2023 and ending June 30, 2025  
 It will be acted upon by the District Governing Board at the meeting on August 09, 2023

**A. Proposed Change in Compensation**

Compensation	Cost prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year Increase/Decrease to cost	Year 2 Increase/Decrease to cost	Year 3 Increase/Decrease to cost
1. <b>Salary Schedule</b> (This is to include Step and Column.)	2,739,652	331,336	146,117	
2. <b>Other Compensation</b> Changes to Stipends, Bonuses, Longevity, O/T, Differential, etc.				
<b>Description of "Other Compensation"</b>				
3. <b>Statutory Benefits</b> STRS,PERS,FICA,WC,UI, Medicare, etc.	605,842	101,386	33,505	
4. <b>Health and Welfare Plans</b>	373,104	38,620	0	0
5. <b>Total Compensation</b> (Add Items 1 thru 4)	3,718,598	471,342	179,622	0
<b>Percentage Change</b>		<b>12.68%</b>	<b>4.83%</b>	<b>0%</b>

**B. Average Cost of Compensation per Employee**

6. <b>Total Number of Represented Employees</b> (Use FTE's if appropriate)	41.0	41.0	41.0	0.0
7. <b>Total compensation Cost for Average Employee</b>	90,698	11,496	4,381	0

**C. Change to Fund Balance**

8. <b>Fund Balance Prior to Agreement</b>		4,540,694
9. <b>Fund Balance Following Agreement</b>		3,682,736
10. <b>Change to Fund Balance</b>		857,958
11. <b>Economic Reserve Requirement</b> 4% State	8% in Fund 17	886,761

**Disclosure of Collective Bargaining Agreement**

Page 2

12. Provide a summary of the terms of the agreement.  
 This is a two year agreement, negotiated increase represents 11.5% on the Salary Schedule for 2023-24  
 70% of COLA will be adjusted effected SY 2024-25  
 Additional \$451 on Health Benefits for each full time unit member
- 
13. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what was the percentage increase given, what is the effective date of the increase, and what is the annualized percentage increase?  
 11.5 % effective 8/1/2023  
 Year 2- increase of 70% Funded COLA
- 
14. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain)  
 Yes, Refer attached proposed certificated salary schedule  
 Additional Steps 23 same amount with Step 22  
 Additional Steps 24-25 and Steps 26-27 represent 3% at each step
- 
15. Proposed negotiated changes in non-compensation items (e.g., class size adjustments, staff development days, teacher prep time, etc.)  
 Article XVIII -Vacancies  
 The District shall open all stipend positions internally. If there are no internal applicants, then the district may rehire walk in coaches or open the positions externally.
- 
16. What contingency language is included in the proposed agreement (i.e., re-openers, etc.)?  
 None
- 

**Source of Funding for Proposed Agreement**

**Current Year:**

- Funding was included in adopted budget
- Funding will come from designated reserves
- Funding will come from: the General Fund.

**Second Year:**

- Funding was included in adopted budget
- Funding will come from designated reserves
- Funding will come from: the General Fund.

**Third Year:**

- Funding was included in adopted budget
- Funding will come from designated reserves
- Funding will come from: the General Fund.

CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COST OF COLLECTIVE BARGAINING AGREEMENT

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Biggs Unified School District hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Biggs Unified Teachers Association Bargaining Unit, during the term of the agreement from 08/01/23 to 06/30/25.


The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

5% is included in the Adopted Budget SY 2023-24

Ending fund balance decrease by \$857,958 in SY23/24 and \$269,209 in SY24/25 for all groups.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

N/A  (No budget revisions necessary)

  
District Superintendent  
(Signature)

8/3/2023  
Date

  
Chief Business Officer  
(Signature)

8/3/2023  
Date

BIGGS UNIFIED SCHOOL DISTRICT

July 10, 2023

Biggs Unified Proposal to BUTA

The proposal is intended to be accepted or denied as a package.

TERM and REOPENERS

This agreement will close negotiations for 2023-24 and 2024-25. The term of the agreement will be through June 30, 2025. Reopeners for the 2025-2026 shall be limited to compensation, as set forth in Article VI and one additional item from each party.

ARTICLE VI (D) SALARY

1. Effective August 1, 2023, adjust Appendix A ("Salary Schedule" as set forth in the attached document. This salary schedule represents an 11.5 % increase and two additional steps representing 3% at each step.
2. Effective July 1, 2024 the salary schedule will be adjusted by 70% of the funded COLA.

ARTICLE VII FRINGE BENEFITS

A. Medical Dental and Vision Insurance

1. Effective August 1, 2023, the District shall contribute an annual maximum of \$11,749 for each full time unit member to be applied toward the premium cost for each eligible employee and covered dependent for medical, dental, and vision insurance plans available through the Butte Schools Self-Funded Program.

Article XVIII Vacancies

G. The district shall open all stipend positions internally. If there are no internal applicants, then the district may rehire walk on coaches or open the positions externally

In Witness Whereof, the parties hereto have executed this Agreement on the date (s) set forth below.

Biggs Unified Teachers  
(BUTA/CTA/NEA)

Biggs Unified School District Associations

Tammy Loftin, BUTA President      Date

 7-12-2023  
Doug Kaelin, BUSD Superintendent

Holly Perkins, BUTA Vice President Date



Appendix A

DRAFT 23.24  
**BIGGS UNIFIED SCHOOL DIST**  
**CERTIFICATED SALARY SCHE**



	RANGE 1	RANGE 2	RANGE 3	RANGE 4
	BA+30	BA+ 45	BA + 60 OR MASTERS	BA + 75 OR MA + 15
STEP 1	52,824	54,276	55,770	57,302
STEP 2	54,409	55,904	57,443	59,021
STEP 3	56,041	57,581	59,166	60,791
STEP 4	57,722	59,308	60,941	62,615
STEP 5	59,454	61,088	62,769	64,493
STEP 6	61,237	62,920	64,652	66,428
STEP 7	63,074	64,808	66,592	68,421
STEP 8	64,967	66,752	68,590	70,474
STEP 9	64,967	68,755	70,647	72,588
STEP 10	64,967	70,817	72,767	74,765
STEP 11	64,967	70,817	74,950	77,008
STEP 12	64,967	70,817	77,198	79,319
STEP 13	64,967	70,817	79,514	81,698
STEP 14	64,967	70,817	81,900	84,149
STEP 15	64,967	70,817	84,357	86,674
STEP 16	64,967	70,817	86,887	89,274
STEP 17	64,967	70,817	86,887	91,952
STEP 18	64,967	70,817	86,887	94,711
STEP 19	64,967	70,817	86,887	97,552
STEP 20	64,967	70,817	86,887	100,479
STEP 21	64,967	70,817	86,887	100,479
STEP 22	64,967	70,817	86,887	103,493
STEP 23	64,967	70,817	86,887	103,493
STEP 24	64,967	70,817	86,887	106,598
STEP 25	64,967	70,817	86,887	106,598
STEP 26	64,967	70,817	86,887	109,796
STEP 27	64,967	70,817	86,887	109,796

2023-2025 Certificated Salary Schedule

WORK YEAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
<b>A</b>																			
<b>HIGH SCHOOL PRINCIPAL &amp; K-8 PRINCIPAL</b>																			
<b>215</b>	91,787	94,082	96,434	98,845	101,316	103,849	106,445	109,106	111,834	114,630	115,776	116,934	121,611	122,827	124,056	126,476	127,741	129,018	131,535
	5.00%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	1.0%	1.0%	4.0%	1.0%	1.0%	4.0%	1.0%	1.0%	4.0%
<b>B</b>																			
<b>HIGH SCHOOL VICE PRINCIPAL</b>																			
<b>210</b>	87,417	89,602	91,842	94,138	96,492	98,904	101,376	103,911	106,509	109,171	110,263	111,366	113,538	114,674	115,820	118,080	119,261	120,453	122,803
	5.00%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	1.0%	1.0%	4.0%	1.0%	1.0%	4.0%	1.0%	1.0%	4.0%
<b>C</b>																			
<b>K-8 SCHOOL PRINCIPAL</b>																			
<b>215</b>	<i>NIA 917117 Moved to Range A</i>																		
<b>D</b>																			
<b>ELEMENTARY PRINCIPAL</b>																			
<b>205</b>	75,377	77,262	79,193	81,173	83,203	85,283	87,415	89,600	91,840	94,136	95,078	96,028	97,902	98,881	99,869	101,818	102,836	103,864	105,890
	5.00%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	1.0%	1.0%	4.0%	1.0%	1.0%	4.0%	1.0%	1.0%	4.0%
<b>E</b>																			
Daily Rate Based on 195 days per year at 8 hours per day. There is 2.5% between Steps																			
<b>PYSCHOLOGIST</b>																			
<b>195</b>	75,859	77,756	79,699	81,692	83,734	85,828	87,973	90,173	92,427	94,738	95,685	96,642	98,527	99,512	100,508	102,468	103,493	104,528	106,567
<b>Daily Rate</b>	389.02	398.75	408.72	418.93	429.41	440.14	451.15	462.42	473.98	485.83	490.69	495.60	505.27	510.32	515.42	525.48	530.73	536.04	546.50
	5.00%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	1.0%	1.0%	4.0%	1.0%	1.0%	4.0%	1.0%	1.0%	4.0%
<b>F</b>																			
<b>Revised 8/1/23</b>																			
Based on 184 days per year 8 hours per day.																			
<b>LICENSED SPEECH THERAPIST</b>																			
<b>184</b>	79,455	81,441	83,478	85,564	87,703	89,896	92,143	94,447	96,808	99,228	100,220	101,222	103,197	104,229	105,271	107,325	108,398	109,483	111,618
<b>Daily Rate</b>	431.82	442.61	453.68	465.02	476.65	488.57	500.78	513.30	526.13	539.28	544.67	550.12	560.85	566.46	572.13	583.29	589.12	595.02	606.62

Principal: Masters Required  
 Doctorate- \$1,800

Board Approved \_\_\_\_\_  
 Effective 8/1/23

**PUBLIC DISCLOSURE FORM**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and GC 3547.5 and 3540.2

**Biggs Unified School District**

Bargaining/Represented Unit: Confidential/Classified Management

Certificated  Classified  Confidential  Management

The proposed agreement covers the period beginning August 1, 2023 and ending June 30, 2025  
 It will be acted upon by the District Governing Board at the meeting on August 09, 2023

**A. Proposed Change in Compensation**

Compensation	Cost prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year Increase/Decrease to cost	Year 2 Increase/Decrease to cost	Year 3 Increase/Decrease to cost
1. <b>Salary Schedule</b> (This is to include Step and Column.)	360,646	11,246	10,540	0
2. <b>Other Compensation</b> Changes to Stipends, Bonuses, Longevity, O/T, Differential, etc.				
Description of "Other Compensation"				
3. <b>Statutory Benefits</b> STRS, PERS, FICA, WC, UI, Medicare, etc.	129,136	4,128	3,978	
4. <b>Health and Welfare Plans</b>	16,680	30,316	0	0
5. <b>Total Compensation</b> (Add Items 1 thru 4)	506,463	45,690	14,518	0
<b>Percentage Change</b>		<b>9.02%</b>	<b>2.87%</b>	<b>0%</b>

**B. Average Cost of Compensation per Employee**

6. <b>Total Number of Represented Employees</b> (Use FTE's if appropriate)	4.0	4.0	4.0	4.0
7. <b>Total compensation Cost for Average Employee</b>	126,616	11,423	3,630	0

**C. Change to Fund Balance**

8. <b>Fund Balance Prior to Agreement</b>		4,540,694
9. <b>Fund Balance Following Agreement</b>		4,540,694
10. <b>Change to Fund Balance</b>		0
11. <b>Economic Reserve Requirement</b> 4% State	<b>8% in Fund 17</b>	886,761

**Confidential Staff Employee  
Agreement between Biggs Unified School District and Confidential Staff**

2023-2025

Article I  
Agreement

- A. This Agreement is entered into by and between the Biggs Unified School District (hereinafter “District”) and the District Classified Confidential Employees (hereinafter “Confidential Employees”).
- B. This agreement is to apply to positions designated as confidential that are as follows: Administrative Assistant/Human Resources Officer, Financial Officer/Administrative Advisor, Food Service/Custodial Supervisor, Financial Assistant/Payroll, and Financial Assistant/Accounts Payable Clerk.

Article II  
General Conditions

- A. Terms and conditions of employment for Personnel shall be the same as those indicated in the 2023-2025 Master Agreement with California School Employees Association Chapter 268 (hereinafter “CSEA”) except as otherwise noted.
- B. This agreement is to apply to the positions named in Article I of this Agreement. Nothing in this agreement shall be construed as amending any portion of the successor agreement for CSEA.
- C. Except as stated in II.A, this agreement is to apply to the particular topics mentioned in the following paragraphs. Nothing in this agreement shall be construed as amending any other terms of employment as determined by statute or past practice.

Article III  
Compensation

- A. ***For the 2023-2025 years, the District will pay the Health (medical, dental, vision) insurance premium in the amount of \$979 per month (\$11,748 per year), for any regular full-time employee and dependents that are eligible. District participates in the Butte Schools Self-Funded Program. Confidential employees may participate in any medical, dental and vision plans available.***
- B. The Confidential employees may participate in any medical plan with Butte Schools Self-Funded Program and may select a Medical plan with additional medical expense paid by the Confidential Classified on a monthly basis through payroll deduction.

- C. Effective January 1, 2015 part-time (less than 6 hours/day) Confidential Employees may participate in the health benefit plans at their own cost.
- D. Effective July 1, 2019 4% compensation will be added to the confidential staff salary schedule.
- E. Effective July 1, 2020 1.5% compensation will be added to the confidential staff salary schedule.
- F. Effective July 1, 2021 1.5% compensation will be added to the confidential staff salary schedule.
- G. Effective July 1, 2022 5% compensation will be added to the confidential staff salary schedule.
- H. *Effective August 1, 2023 a 4.6% compensation will be added to the confidential staff salary schedule.*
- I. *Effective July 1, 2024 70% of the funded state COLA will be added to the confidential staff salary schedule.*
- J. During the life of the agreement (August 1, 2023 - June 30, 2025) Confidential Staff shall not receive a total compensation package settlement less than CSEA or BUTA.  
  
EXAMPLE: If CSEA or BUTA receives total compensation increase of 2.5% (salary plus fringe benefits) and Confidential *receives* only 2% (salary plus health benefits), an additional .5% shall be granted to Confidential Employees.
- K. The actual amount from preceding paragraph III J that is applied to salaries and/or benefits shall be at the discretion of Confidential Employees.

Article IV  
Professional Growth

All terms are the same as the current CSEA Master Agreement for 2023-2025.

Article V  
Retirement Coverage

- A. The District shall provide insurance premiums for a retired employee and dependents for the life of this MOU, under the following stipulations:
  - 1. The employee shall have attained a minimum age of 50 years.
  - 2. The employee shall have provided a minimum of ten (10) years of continuous service in the Biggs Unified School District.

3. The employee shall be included in the program to a maximum of five (5) years, or when eligible for Medicare, whichever comes first or may receive the maximum eligible contribution for 5 years divided over up to 7 years at the pro-rated reduced rate.

Example: eligible for 5 years at \$12,000 total \$60,000 divided by 7 years until Medicare age equals \$8,572 for 7 years.

Coverage past the maximum shall be available at employee expense.

4. The employee shall apply for Medicare when eligible.
5. Surviving Spouse Coverage as in the CSEA Master Agreement for 2023-2025.
6. For employees hired after January 1, 2013 the amount the District will contribute towards retiree health premiums shall be capped annually at \$8,400 or prorated at a reduced rate for up to 7 years.

- B. Employees who meet the above requirements in Section A are eligible to receive a maximum annual District premium in the amount as indicated in article V A 6 above. This contribution may be applied to any available medical, dental or vision plans under the District's group insurance provider for retired employees or other health insurance coverage if the retiree resides outside the area covered by the group provider.
- C. Effective January 1, 2015, retiree benefits shall only be available to employees as identified in Article V A 1-6 above and work a minimum of 6 hours per day. The employee shall have been entitled to coverage and included in the health benefit plans for 5 consecutive years prior to retirement.
- D. The amount of contribution indicated in Article V A 6 shall be pro-rated for employees who work less than 8 hours per day.

#### Article VI Vacation Time

- A. All employees shall earn paid vacation time on a fiscal year basis: July 1 through June 30.
- B. Vacation time shall be earned in accordance with the CSEA Master Agreement for 2023-2025 until year 16 as follows.
  - Commencing with the sixteenth (16<sup>th</sup>) year forward: 22 days
- C. Vacation Carryover: Any unused vacation within a fiscal year may be carried forward to the next fiscal year, to a maximum of one year's allowance for vacation. Confidential Employees must receive the approval of the Superintendent to carry forward accrued vacation time.

Article VII  
Term

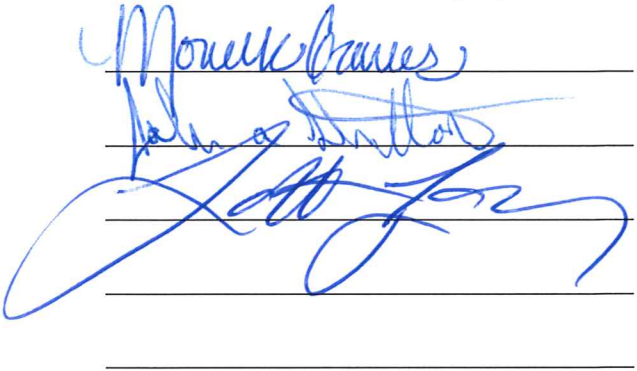
Except as otherwise stated, the Term of this Agreement shall be July 1, 2023– June 30, 2025.

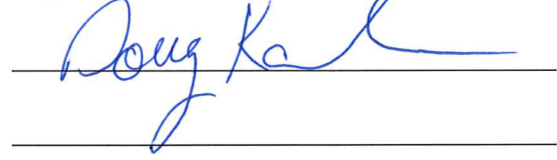
Verification

It is agreed that this document is true and complete to the best of our knowledge.

Classified Confidential Employees:

Biggs Unified School District

  
Three handwritten signatures in blue ink are written over three horizontal lines. The signatures are cursive and difficult to read, but appear to be 'Monica Brames', 'John A. Butler', and 'Lett Jones'.

  
A handwritten signature in blue ink is written over a horizontal line. The signature is cursive and appears to be 'Doug Ka'.

Date: 7-26-23

Date: 7-26-23

**BIGGS UNIFIED SCHOOL DISTRICT  
2023/2024 CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE**

**CLASSIFIED MANAGEMENT**

RANGE HOURLY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
A	38.10	39.63	41.86	42.86	44.58	46.30
B	36.60	38.01	39.48	41.00	42.81	45.17
C	34.74	36.13	37.57	39.07	40.80	42.37
D	19.98	20.78	21.61	22.48	23.48	24.31
E	27.38	28.47	29.61	30.80	32.03	33.31

**CONFIDENTIAL**

- RANGE A** Finance Director / Administrative Advisor
- RANGE B** HR Director / Administrative Assistant; Director Food Service / Custodial
- RANGE C** Fiscal Assistant (AP Payroll); HR/Admin Assistant
- RANGE D** Finance Clerk - Part Time
- RANGE E** Food Service /Custodial Coordinator; HR coordinator / Admin Asst.

EFFECTIVE: 8/1/23



**PUBLIC DISCLOSURE FORM**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and GC 3547.5 and 3540.2

**Biggs Unified School District**

Bargaining/Represented Unit: Certificated Management

Certificated       Classified       Confidential       Management

The proposed agreement covers the period beginning August 1, 2023 and ending June 30, 2025  
 It will be acted upon by the District Governing Board at the meeting on August 09, 2023

**A. Proposed Change in Compensation**

Compensation	Cost prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year Increase/Decrease to cost	Year 2 Increase/Decrease to cost	Year 3 Increase/Decrease to cost
1. <b>Salary Schedule</b> (This is to include Step and Column.)	201,441	16,652	7,334	
2. <b>Other Compensation</b> Changes to Stipends, Bonuses, Longevity, O/T, Differential, etc.				
<b>Description of "Other Compensation"</b>				
3. <b>Statutory Benefits</b> STRS,PERS,FICA,WC,UI, Medicare, etc.	47,835	3,997	1,760	
4. <b>Health and Welfare Plans</b>	0	0	0	0
5. <b>Total Compensation</b> (Add Items 1 thru 4)	249,276	20,649	9,094	0
<b>Percentage Change</b>		<b>8.28%</b>	<b>3.65%</b>	<b>0%</b>

**B. Average Cost of Compensation per Employee**

6. <b>Total Number of Represented Employees</b> (Use FTE's if appropriate)	1.0	1.0	1.0	0.0
7. <b>Total compensation Cost for Average Employee</b>	249,276	20,649	9,094	0

**C. Change to Fund Balance**

8. <b>Fund Balance Prior to Agreement</b>		4,540,694
9. <b>Fund Balance Following Agreement</b>		4,540,694
10. <b>Change to Fund Balance</b>		
11. <b>Economic Reserve Requirement</b> 4% State	<b>8% in Fund 17</b>	886,761

**Project Wayfinder, Inc.**  
 2111 San Pablo Ave, P.O. Box 2876  
 Berkeley, CA 94702  
 +1 7074353713  
 ar@projectwayfinder.com  
 www.projectwayfinder.com

*Esser II  
 OR  
 AG High School  
 Complete Spec.*



# INVOICE

**BILL TO**

Biggs High School  
 3046 2ND ST  
 BIGGS, CA 95917 USA

**SHIP TO**

Biggs High School  
 3046 2ND ST  
 BIGGS, CA 95917 USA

**INVOICE #** 2410E

**DATE** 06/06/2023

**DUE DATE** 07/06/2023

**TERMS** Net 30

DESCRIPTION	QTY	RATE	AMOUNT
<b>Wayfinder Site License</b> Year 1: 2023-2024 Grades: K-12 (Includes 10% Discount)	1	2,850.00	2,850.00
<b>Wayfinder Annual Support Package</b> Year 1: 2023-2024	1	2,000.00	2,000.00
<b>Wayfinder Annual Training Package</b> Year 1: 2023-2024	1	1,500.00	1,500.00
<b>Wayfinder Site License</b> Year 2: 2024-2025 Grades: K-12	1	7,500.00	7,500.00
<b>Wayfinder Annual Support Package</b> Year 2: 2024-2025	1	1,000.00	1,000.00
<b>Wayfinder Annual Training Package</b> Year 2: 2024-2025	1	1,500.00	1,500.00
<b>Wayfinder Site License</b> Year 3: 2025-2026 Grades: K-12	1	7,500.00	7,500.00
<b>Wayfinder Annual Support Package</b> Year 3: 2025-2026	1	1,000.00	1,000.00
<b>Wayfinder Annual Training Package</b> Year 3: 2025-2026	1	1,500.00	1,500.00
<b>Sales Tax</b> Sales Tax calculated by AvaTax on Wed 07 Jun 12:24:56 UTC 2023	1	326.25	326.25

3-Years Paid Upfront:  
 2023-2024  
 2024-2025  
 2025-2026

**BALANCE DUE**

**\$26,676.25**



*IQAR 2/4* *ESSER II*  
*07/2*



Project Wayfinder Inc.  
PO Box 2876  
Berkeley, CA 94702  
(650) 575-5199

WAYFINDER PRICE QUOTE  
**2023-2024 SCHOOL YEAR**

**DATE**  
5/30/23

**QUOTE NO.**  
1

**BILL TO**  
Doug Kaelin

**PAY TO**  
Project Wayfinder Inc.  
PO BOX 2876, Berkeley CA 94702  
ar@projectwayfinder.com  
(650) 575-5199

ITEM DESCRIPTION	TARGET GRADE	NOTES	QTY	PRICE EA	TOTALS
Wayfinder Core Curriculum Licenses	7-12		1	7,500.00	\$ 7,500.00
Wayfinder Annual Training & Support Package	7-12		1	3,500.00	\$ 3,500.00
					\$ -
					\$ -
			<b>YR 1 TOTAL</b>		\$ 11,000.00
Wayfinder Core Curriculum Licenses	7-12		1	7,500.00	\$ 7,500.00
Wayfinder Annual Training & Support Package	7-12		1	2,500.00	\$ 2,500.00
					\$ -
					\$ -
			<b>YR 2 TOTAL</b>		\$ 10,000.00
Wayfinder Core Curriculum Licenses	7-12		1	7,500.00	\$ 7,500.00
Wayfinder Annual Training & Support Package	7-12		1	2,500.00	\$ 2,500.00
					\$ -
					\$ -
			<b>YR 3 TOTAL</b>		\$ 10,000.00
			<b>SUBTOTAL</b>		\$ 31,000.00
			<b>DISCOUNT (10%)</b>		\$ (4,650.00)
			<b>ADDITIONAL EXPENSES*</b>		\$ -
			<b>SHIPPING &amp; HANDLING</b>		\$ -
			<b>SALES TAX</b>		\$ -
			<b>TOTAL PRICE</b>		\$ 26,350.00

For questions concerning this quote, please contact  
Project Wayfinder Accounts Receivable | ar@projectwayfinder.com  
Please make all checks payable to Project Wayfinder Inc  
[www.projectwayfinder.com](http://www.projectwayfinder.com)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_





NWEA  
Non Posting Sub  
United States

LCAP  
Goal 2.1  
Dye

**Invoice # 90867**  
**7/1/2023**

**Bill To**

Biggs Unified School District  
300 B St  
Biggs CA 95917-9732  
United States

**Amount Due**

**\$6,337.50**

**Due Date: 7/31/2023**

Partner ID	PO #	Terms	Due Date
22046	Doug Kaelin signed contract	Net 30	7/31/2023

Quantity	Description	Rate	Amount
300	MAP Growth Science (Add-On)	\$2.50	\$750.00
110	MAP Accelerator	\$11.25	\$1,237.50
300	MAP Growth K-12	\$14.50	\$4,350.00

<b>Subtotal</b>	<b>\$6,337.50</b>
<b>Tax</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$6,337.50</b>
<b>Amount Paid</b>	<b>\$0.00</b>
<b>Amount Due</b>	<b>\$6,337.50</b>

Prices are listed net of all taxes and additional charge imposed by any local, state, federal or other governmental authorities, withholding and value added taxes. Subscriber agrees that it is solely responsible for payment of any such assessments. You agree the Services herein are governed by the NWEA Master Subscription Agreement located at <https://legal.nwea.org/>, unless otherwise agreed in a custom agreement with NWEA, such custom agreement controls.

We accept payment via credit card, ACH, wire transfer or check in US dollars drawn on a US bank.

- To pay by check, please include the Invoice number and mail to: PO Box 2745, Portland, OR 97208-2745.
- To pay via credit card, please call Finance Support: 503-408-6632 or email [accountsreceivable@nwea.org](mailto:accountsreceivable@nwea.org).
- To pay by ACH or wire transfer, provide the following to your bank:

Beneficiary Bank's ABA: 123002011  
Beneficiary Bank's Name: Key Bank  
Beneficiary Bank's Address: 1211 SW 5th Ave Suite 577, Portland, OR 97204  
Beneficiary's Account Number: 379681088355  
Beneficiary's Name: NWEA  
Beneficiary Bank's SWIFT Code: KEYBUS33

**IMPORTANT: PLEASE INCLUDE THE NAME OF YOUR ORGANIZATION AS IT SHOWS ON THIS DOCUMENT ALONG WITH THE INVOICE NUMBER ON YOUR PAYMENT.** If your bank transfer has no way to include this information, please send us an email so that we know to expect our payment. Otherwise your payment may be applied to an incorrect account.

Phone	Fax	Email	Federal Tax ID
		<a href="mailto:business.operations@nwea.org">business.operations@nwea.org</a>	#





NWEA  
Non Posting Sub  
United States

**Invoice # 90867**  
**7/1/2023**

Phone	Fax	Email	Federal Tax ID
		business.operations@nwea.org	#





# GOPHER

The leader in Physical Education, Athletics, and Fitness equipment

Dear Bev,

On behalf of the Gopher & SPARK teams, thank you for the opportunity to draft this proposal. On the pages that follow, I hope to convey the messages of who we are, what we do, and our programmatic approach.

Since 1989, SPARK has been providing a coordinated package of **research-based curriculum, on-site teacher training, content-matched equipment, and extensive follow up support** to teachers representing schools, organizations, and agencies worldwide. Our research background and [these publications](#) prove that SPARK works and can be sustained. Plus, our years of “real-world” field-testing have taught us how to modify SPARK to meet the needs of YOUR students and teachers. Don't just take our word for it; [hear testimonials from SPARK users!](#) SPARK is exclusively available from Gopher.

Hopefully, this proposal begins a process that will lead to our shared goal – healthier, happier students and staff.



I will follow up with you shortly to see if I captured your goals and objectives in this first draft. Our entire team is looking forward to exceeding your expectations.

Sincerely,

Handwritten signature of Brian M. Hull

Brian Hull  
SPARK Territory Sales Manager  
Phone: 507.446.2219  
Email: [brianhull@sparkpe.org](mailto:brianhull@sparkpe.org)

# The **GOPHER** promise to you!

For over 75 years, Gopher has been committed to serving physical education, athletics, and fitness professionals. We are here to help you achieve your program goals and are proud to dedicate our efforts toward increasing physical activity. We look forward to serving you now and in the future.

## When you choose Gopher, you will always receive:



### Unconditional 100% Satisfaction Guarantee

If you are not satisfied with a product for any reason at any time, we'll replace it or refund your money.

**No hassles. No exclusions. No kidding!**

Gopher equipment will last but this funding won't. Choose the best equipment backed by the best guarantee!



### Experience with Large Projects

Gopher has been working hand-in-hand with districts and schools to enhance their programs, as well as ensure a smooth order and delivery experience, for 75 years.

Recently, Gopher has been helping districts with federal relief funding (ESSER).



### Superior Customer Care

When you contact Gopher, you will receive a prompt response from a friendly and knowledgeable representative trained to meet your every need!



### Exclusive Products

Inventing products that solve problems and finding new ways to promote physical activity is our passion. Our selection features high-quality items designed to enhance or expand your program that you can't find anywhere else!



### Exclusive Home of SPARK

Gopher is proud to be the exclusive partner of SPARK, the world's most researched physical education and physical activity program. Featuring comprehensive curriculum sets for K-2, 3-6, Middle School, and High School physical education, SPARK provides everything you need to improve physical activity and overall engagement in PE.

# GOPHER

The leader in Physical Education, Athletics, and Fitness equipment

For over 30 years, SPARK has been dedicated to creating, implementing, and evaluating research-based programs that promote lifelong wellness. To ensure a successful implementation of your program, you will want to learn more about the four essential components of SPARK.

## The 4 Essential Components of SPARK

### Teacher Resources



The world's most researched curriculum solutions, proven to get results!

[LEARN MORE](#)

### Professional Development



Interactive training that engages teachers and ensures effective implementation.

[LEARN MORE](#)

### Equipment Sets



Content-matched equipment provides everything you need to execute the program.

[LEARN MORE](#)

### Follow-up Support



Once a SPARKer, always a SPARKer. We are here to support your program... always!

# GOPHER

The leader in Physical Education, Athletics, and Fitness equipment

## Teacher Resources Overview

### Manual

- Instructional units written in scope and sequence
- All lessons include learning targets and objectives
- Social and emotional learning
- Aligned to State and National Standards

### SPARKfolio

- Holds and organizes teaching materials
- Skill & station cards
- Highlight referenced materials are laminated
- Durable box makes it easy to transport/share

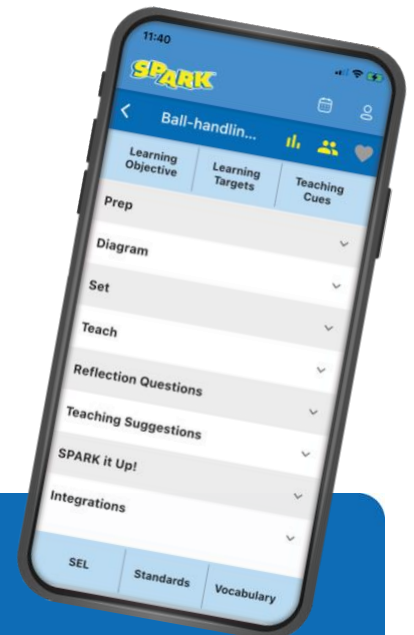


### Music CD

- Contains the music you need on one CD
- Warm-up and cool-down music
- Interval and circuit music

### SPARKfamily.org Subscription

- Digital access to your SPARK program materials
- Interactive alignment and assessment tools
- Activity preview videos for K-2, 3-6, and Middle School
- Exclusive web-only units



## SPARK™ APP

Access your SPARK program(s) in the palm of your hand with the first physical education and assessment app!



# Quote

**Quote #:** QT131369

**Quote Date:** 07/21/2023

**Expire Date:** 08/20/2023

**Ship To:**

Biggs Elementary School  
300 B Street  
Biggs CA 95917  
United States

**Shipping Contact:**

**Bill To:**

Biggs Elementary School  
300 B Street  
Biggs CA 95917  
United States

**Billing Contact:**

**Contact Name:** Beverly Landers

**Sales Manager:** Brian Hull  
brianhull@sparkpe.org  
Tel: 855-500-3623  
Fax: 507-446-2219

**Quote Total:**

**\$19,588.79**

**Item availability may change hourly based on incoming orders. Please place your order quickly to ensure fast shipment of your product(s).**

Item	Qty Requested	Qty Available	Est Ship Date	Unit Price	Extended Price
<b>21-835</b> SPARK - K-2, 3-year digital subscription	5		07/21/2023	\$249.00	\$1,245.00
<b>21-841</b> SPARK - 3-6, 3-year digital subscription	3		07/21/2023	\$249.00	\$747.00
<b>21-847</b> SPARK - Middle School, 3-year digital subscription	2		07/21/2023	\$249.00	\$498.00
<b>21-681</b> Spark Grades K-2 Premium Equipment Pack Customer Hand Unload	1	1	07/21/2023	\$8,199.00	\$8,199.00
<b>21-682</b> Spark Grades 3-6 Standard Equipment Pack	1	0	08/18/2023	\$6,299.00	\$6,299.00

**EVERY PRODUCT IS BACKED BY OUR UNCONDITIONAL  
100% SATISFACTION GUARANTEE**

800-533-0446

customer@sparkpe.com



QT131369



# Quote

**Quote #:** QT131369

**Quote Date:** 07/21/2023

**Expire Date:** 08/20/2023

<b>Subtotal:</b>	\$16,988.00
<b>Shipping, Handling &amp; Processing:</b>	\$1,393.83
<b>Estimated Sales Tax :</b>	\$1,206.96
<b>Quote Total:</b>	\$19,588.79

Order prepayment may be required. We offer 30-day terms on approved credit. Full payment terms and wire transfer information are available by request.

EVERY PRODUCT IS BACKED BY OUR UNCONDITIONAL  
**100% SATISFACTION GUARANTEE**

800-533-0446

customer care@gophersport.com



QT131369



# Quote

**Quote #:** QT131370

**Quote Date:** 07/21/2023

**Expire Date:** 08/20/2023

**Ship To:**

Biggs Elementary School  
300 B Street  
Biggs CA 95917  
United States

**Contact Name:** Beverly Landers

**Sales Manager:** Brian Hull  
brianhull@sparkpe.org  
Tel: 855-500-3623  
Fax: 507-446-2219

**Shipping Contact:**

**Bill To:**

Biggs Elementary School  
300 B Street  
Biggs CA 95917  
United States

**Billing Contact:**

**Quote Total:**

**\$18,588.79**

**Item availability may change hourly based on incoming orders. Please place your order quickly to ensure fast shipment of your product(s).**

Item	Qty Requested	Qty Available	Est Ship Date	Unit Price	Extended Price
21-697 SPARK - 1-year digital subscription, K-2	5		07/21/2023	\$149.00	\$745.00
21-698 SPARK - 1-year digital subscription, 3-6	3		07/21/2023	\$149.00	\$447.00
21-699 SPARK - 1-year digital subscription, Middle School	2		07/21/2023	\$149.00	\$298.00
21-681 Spark Grades K-2 Premium Equipment Pack \$90 Liftgate Charge	1	1	07/21/2023	\$8,199.00	\$8,199.00
21-682 Spark Grades 3-6 Standard Equipment Pack	1	0	08/18/2023	\$6,299.00	\$6,299.00

**EVERY PRODUCT IS BACKED BY OUR UNCONDITIONAL  
100% SATISFACTION GUARANTEE**

800-533-0446

customer@sparkpe.com



QT131370





# Quote

**Quote #:** QT131370

**Quote Date:** 07/21/2023

**Expire Date:** 08/20/2023

<b>Subtotal:</b>	\$15,988.00
<b>Shipping, Handling &amp; Processing:</b>	\$1,393.83
<b>Estimated Sales Tax :</b>	\$1,206.96
<b>Quote Total:</b>	\$18,588.79

Order prepayment may be required. We offer 30-day terms on approved credit. Full payment terms and wire transfer information are available by request.

EVERY PRODUCT IS BACKED BY OUR UNCONDITIONAL  
**100% SATISFACTION GUARANTEE**

800-533-0446

customer@gophersport.com



QT131370

# BIGGS UNIFIED SCHOOL DISTRICT

August 9, 2023

Item Number: 13 O

Item Title: Art/Music & Instructional Materials Block Grant- Amended Plan

Presenter: Analyn Dyer

Attachments: Amended Plan

Item Type:  Consent Agenda  Action  Report  Work Session  Other

---

---

## **Background/Comments:**

The Governor's May Revision stated a \$1.2 Billion reduction in Arts/ Music Instructional Materials Block Grants. Enacted Budget stated a \$200 million reduction. This equates to a 5.6% reduction from the original allocation.

The district's new Grants allocation will be \$ 310,874.00

## **Fiscal Impact:**

Additions of \$ 146,216 to the previous plan.  
Refer attachments.

## **Education Impact:**

This plan provides a comprehensive approach to enhancing the arts and music throughout the district.

## **Recommendation:**

The Administration recommends the Board approve the amended plan for the Arts, Music, and Instructional Materials Block Grant as presented.

## Arts, Music, and Instructional Materials Discretionary Block Grant 2022 Expenditure Plan

<b>LEA Name:</b>	Biggs Unified School District
<b>Contact Name:</b>	Doug Kaelin
<b>Email Address:</b>	dkaelin@biggs.org
<b>Phone Number:</b>	530-868-1281

<b>Total Amount of funds received by the LEA:</b>	164,658.00
---------------------------------------------------	------------

<b>Date of adoption at a public meeting:</b>	08/09/2023
----------------------------------------------	------------

[AB 181 Sec. 134](#)

[AB 185 Sec. 56](#)

(a) For the 2022–23 fiscal year, the sum of three billion five hundred sixty million eight hundred eighty-five thousand dollars (\$3,560,885,000) is hereby appropriated from the General Fund to the State Department of Education to establish the Arts, Music, and Instructional Materials Discretionary Block Grant, for allocation to county offices of education, school districts, charter schools, and the state special schools to:

**(1) Obtain standards-aligned professional development and acquire instructional materials, in the following subject areas:**

- (A) Visual and performing arts.
- (B) World languages.
- (C) Mathematics.
- (D) Science, including environmental literacy.
- (E) English language arts, including early literacy.
- (F) Ethnic studies.
- (G) Financial literacy, including the content specified in Section 51284.5 of the Education Code.
- (H) Media literacy.
- (I) Computer science.
- (J) History-social science.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
To recruit and hire one (1) FTE Art, Music teacher to serve students for all three school sites. Including professional development in implementation.	0	60,000.00	65,000.00	70,000.00	195,000.00
<b>Subtotal</b>		<b>60,000.00</b>	<b>65,000.00</b>	<b>70,000.00</b>	<b>195,000.00</b>

(2) Obtain instructional materials and professional development aligned to best practices for improving school climate, including training on deescalation and restorative justice strategies, asset-based pedagogies, antibias, transformative social-emotional learning, media literacy, digital literacy, physical education, and learning through play.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
To implement new lessons and to add Media Art course materials and equipment.	0	8,000.00	9,000.00	9,000.00	26,000.00
<b>Subtotal</b>		<b>8,000.00</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>26,000.00</b>

(3) Develop diverse book collections and obtain culturally relevant texts, including leveled texts, in both English and pupils' home languages, to support pupils' independent reading. It is the intent of the Legislature that these book collections and culturally relevant texts be used to provide support for pupils through the establishment of site-based school and classroom libraries that are culturally relevant to pupils' home and community experiences and be available in English, pupils' home language, or a combination of more than one language.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
<b>Subtotal</b>					

(4) Operational costs, including but not limited, to retirement and health care cost increases.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Other Operational Costs	0	20,500.00	22,500.00	22,374.00	65,374.00
<b>Subtotal</b>		<b>20,500.00</b>	<b>22,500.00</b>	<b>22,374.00</b>	<b>65,374.00</b>

(5) As related to the COVID-19 pandemic, acquire personal protective equipment, masks, cleaning supplies, COVID-19 tests, ventilation upgrades, and other similar expenditures, if they are necessary to keep pupils and staff safe from COVID-19 and schools open for in-person instruction.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Health and Safety, facilities upgrade.		7,000.00	8,000.00	9,500.00	24,500.00
<b>Subtotal</b>		<b>7,000.00</b>	<b>8,000.00</b>	<b>9,500.00</b>	<b>24,500.00</b>

(6)

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
<b>Subtotal</b>					

**Summary of Expenditures**

<b>Total Planned Expenditures by the LEA:</b>	310,874.00
-----------------------------------------------	------------

(b) The Superintendent of Public Instruction shall apportion funds proportionally to county offices of education, school districts, charter schools, and the state special schools on the basis of an equal amount per unit of average daily attendance for kindergarten and grades 1 to 12, inclusive, as those numbers were reported as of the second principal apportionment for the 2021–22 fiscal year. The average daily attendance for each state special school shall be deemed to be 97 percent of the enrollment as reported in the California Longitudinal Pupil Achievement Data System as of the 2021–22 Fall 1 Submission.

(c) Funding appropriated pursuant to this section shall be available for encumbrance through the 2025–26 fiscal year. Local educational agencies are encouraged, but not required, to proportionally use resources received pursuant to this section for the purposes noted in paragraphs (1) to (5), inclusive, of subdivision (a) and to support arts and music education programs.

(d) For purposes of this section, standards-aligned instructional materials includes, but is not limited to, books for school and classroom libraries.

(e) The governing board or body of each school district, county office of education, or charter school receiving funds pursuant to this section shall discuss and approve a plan for the expenditure of funds received pursuant to this section at a regularly scheduled public meeting. It is the intent of the Legislature that each school district, county office of education, or charter school expend any resources received pursuant to this section consistent with their governing board or body approved plan.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
<b>Subtotal Section (1)</b>		60,000.00	65,000.00	70,000.00	195,000.00
<b>Subtotal Section (2)</b>		8,000.00	9,000.00	9,000.00	26,000.00
<b>Subtotal Section (4)</b>		20,500.00	22,500.00	22,374.00	65,374.00
<b>Subtotal Section (5)</b>		7,000.00	8,000.00	9,500.00	24,500.00
<b>Totals by year</b>	<b>0.00</b>	<b>95,500.00</b>	<b>104,500.00</b>	<b>110,874.00</b>	<b>310,874.00</b>

<b>Total planned expenditures by the LEA:</b>
310,874.00

**General Instructions**

This example template is provided as a resource as one way to develop an expenditure plan for the Arts, Music, and Instructional Materials Discretionary Block Grant of 2022. LEAs are cautioned to refer to AB 181, Sec. 134, (amended by AB 185, Sec. 56) for all program requirements. Please verify all calculations/formulas before finalizing the plan.

# BIGGS UNIFIED SCHOOL DISTRICT

August 9, 2023

Item Number: 13 P

Item Title: Learning Recovery Emergency Block Grant- Amended Plan

Presenter: Analyn Dyer

Attachments: Amended Plan

Item Type:  Consent Agenda  Action  Report  Work Session  Other

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## **Background/Comments:**

The Governor's May Revision stated a \$2.5 Billion reduction in Learning Recovery Block Grant. Enacted Budget stated a \$494.5 million reduction. This equates to a 14.4% reduction from the original allocation.

The district's new Grants allocation will be \$ 624,461.00

## **Fiscal Impact:**

The district received a sum total of \$729,511.  
\$105,050 will be deducted from our future apportionments.  
Refer attached amended plan

## **Education Impact:**

The funds could be used for intensive tutoring, additional learning time, accelerated learning strategies, early intervention, mental health, counseling services, and other learning supports.

## **Recommendation:**

The Administration recommends the Board approve the amended plan for the Learning Recovery Block Grant as presented.

## Learning Recovery Block Grant 2022 Expenditure Plan Template

<b>LEA Name:</b>	Biggs Unified School District
<b>Contact Name:</b>	Doug Kaelin
<b>Email Address:</b>	dkaelin@biggs.org
<b>Phone Number:</b>	530-868-1281

<b>Total Amount of funds received by the LEA:</b>	729,511.00
---------------------------------------------------	------------

<b>Date of adoption at a public meeting:</b>	08/09/2023
----------------------------------------------	------------

EC 42356

(c) (1) The governing board or body of a local educational agency may expend the one-time funds to establish **learning recovery initiatives through the 2027–28 school year** that, at a minimum, support academic learning recovery and staff and pupil social and emotional well-being.

(2) Specifically, funds received shall only be expended for any of the following purposes:

- (A) **Instructional learning time** for the 2022–23 through 2027–28 school years by increasing the number of instructional days or minutes provided during the school year, providing summer school or intersessional instructional programs, or taking any other action that increases or stabilizes the amount of instructional time or services provided to pupils, or decreases or stabilizes staff-to-pupil ratios, based on pupil learning needs.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Budgeted 2026-27	Budgeted 2027-28	Total Budgeted per Activity
The Learning Recovery Plan is Biggs Unified School District's response to address unfinished learning that may have been caused by the Covid-19 pandemic or being in distance learning.	0	50,000.00	143,615.00	143,615.00	143,615.00	143,616	624,461.00
<b>Subtotal</b>	<b>0.00</b>	<b>50,000.00</b>	<b>143,615.00</b>	<b>143,615.00</b>	<b>143,615.00</b>	<b>143,616.00</b>	<b>624,461.00</b>

(B) **Accelerating progress to close learning gaps** through the implementation, expansion, or enhancement of learning supports, such as:

- (i) Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff.
- (ii) Learning recovery programs and materials designed to accelerate pupil academic proficiency or English language proficiency, or both.
- (iii) Providing early intervention and literacy programs for pupils in preschool to grade 3, inclusive, including, but not limited to, school library access.
- (iv) Supporting expanded learning opportunity program services pursuant to Section 46120.
- (v) Providing instruction and services consistent with the California Community Schools Partnership Act (Chapter 6 (commencing with Section 8900) of Part 6) regardless of grantee status.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Budgeted 2026-27	Budgeted 2027-28	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(C) **Integrating pupil supports** to address other barriers to learning, and staff supports and training, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address pupil trauma and social-emotional learning, or referrals for support for family or pupil needs.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Budgeted 2026-27	Budgeted 2027-28	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(D) **Access to instruction for credit-deficient pupils** to complete graduation or grade promotion requirements and to increase or improve pupils' college eligibility.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Budgeted 2026-27	Budgeted 2027-28	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(E) **Additional academic services for pupils**, such as diagnostic, progress monitoring, and benchmark assessments of pupil learning.

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Budgeted 2026-27	Budgeted 2027-28	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(d) (1) Local educational agencies receiving apportionments shall report to the department, using the template developed by the department, and make publicly available on their internet websites, interim expenditures of those apportioned funds to the department by **December 1, 2024, and December 1, 2027**, and a final report on expenditures no later than December 1, 2029. Local educational agencies that do not submit the final expenditure report shall forfeit all funds apportioned pursuant to this section.

#### Summary of Expenditures

Planned Activity	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Budgeted 2026-27	Budgeted 2027-28	Total Budgeted per Activity
Subtotal Section (1)	0.00	50,000.00	143,615.00	143,615.00	143,615.00	143,616.00	624,461.00
Subtotal Section (2)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (3)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (4)	0.00	0.00	0.00	0.00	0.00	0.00	0.00



<b>Planned Activity</b>	<b>Budgeted 2022-23</b>	<b>Budgeted 2023-24</b>	<b>Budgeted 2024-25</b>	<b>Budgeted 2025-26</b>	<b>Budgeted 2026-27</b>	<b>Budgeted 2027-28</b>	<b>Total Budgeted per Activity</b>
<b>Subtotal Section (5)</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Totals by year</b>	<b>0.00</b>	<b>50,000.00</b>	<b>143,615.00</b>	<b>143,615.00</b>	<b>143,615.00</b>	<b>143,616.00</b>	<b>624,461.00</b>

<b>Total planned expenditures by the LEA:</b>
624,461.00

**BEFORE THE GOVERNING BOARD OF  
BIGGS UNIFIED SCHOOL DISTRICT  
BUTTE COUNTY, CALIFORNIA**

**In the matter of: CHANGES TO THE SIGNATORIES  
OF THE SAVINGS AND CHECKING ACCOUNTS AND  
GRANT ACCESS TO BIGGS HIGH SCHOOL  
ASSOCIATED STUDENT BODY BANK ACCOUNTS**

**Resolution # 2023/2024 #02**

**WHEREAS**, The Biggs High School maintains an Associated Student Body cash bank checking and savings accounts at Self-Help Federal Credit Union Bank.

**WHEREAS**, Rochelle Jones was appointed ASB Bookkeeper of Biggs High School and Casey Morch was appointed ASB Advisor/Teacher.

**WHEREAS**, Mr. Tyler Rutledge resigned as Principal of Biggs High School effective June 30, 2022, Ms. Lorelle Mudd resigned as Chief Business Officer effective November 30, 2022, and Ms. Loretta Long, Admin/Human Resources Director is in a different position in the District.

**WHEREAS**, Mr. Douglas Kaelin continues to serve as Superintendent.

**NOW, THEREFORE, BE IT RESOLVED** that the following signatory changes be made to the Biggs High School Associated Student cash bank account and to grant access to Biggs High School Associated Student Body Savings and Checking Bank Accounts at Self Help Federal Union Bank.

Add: Ms. Rochelle Jones and Ms. Casey Morch

Remove: Mr. Tyler Rutledge, Ms. Lorelle Mudd and Ms. Loretta Long

Maintain: Mr. Douglas Kaelin

**DULY PASSED and ADOPTED** this 9th day of August 2023 by the Governing Board of Biggs Unified School District by the following roll call:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN:**

Signed and Approved by me after this passage.

\_\_\_\_\_  
Linda Brown, Governing Board President

Attest:

\_\_\_\_\_  
America Navarro, Clerk

**PUBLIC DISCLOSURE FORM**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and GC 3547.5 and 3540.2

**Biggs Unified School District**

Bargaining/Represented Unit: CSEA Chapter #268

Certificated

Classified

Confidential

Management

The proposed agreement covers the period beginning July 1, 2023 and ending June 30, 2025  
 It will be acted upon by the District Governing Board at the meeting on August 09, 2023

**A. Proposed Change in Compensation**

Compensation	Cost prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year Increase/Decrease to cost	Year 2 Increase/Decrease to cost	Year 3 Increase/Decrease to cost
1. Salary Schedule (This is to include Step and Column.)	925,864	80,905	47,902	
2. Other Compensation Changes to Stipends, Bonuses, Longevity, O/T, Differential, etc.				
Description of "Other Compensation"				
3. Statutory Benefits STRS, PERS, FICA, WC, UI, Medicare, etc.	321,196	43,696	18,073	
4. Health and Welfare Plans	83,570	3,125	0	0
5. Total Compensation (Add Items 1 thru 4)	1,330,630	127,726	65,975	0
Percentage Change		9.60%	4.96%	0%

**B. Average Cost of Compensation per Employee**

6. Total Number of Represented Employees (Use FTE's if appropriate)	26.2	26.2	26.2	0.0
7. Total compensation Cost for Average Employee	50,749	4,871	2,516	0

**C. Change to Fund Balance**

8. Fund Balance Prior to Agreement		4,540,694
9. Fund Balance Following Agreement		4,540,694
10. Change to Fund Balance		
11. Economic Reserve Requirement 4% State	8% in Fund 17	886,761

**Disclosure of Collective Bargaining Agreement**

Page 2

12. Provide a summary of the terms of the agreement.  
 This is a two year agreement, negotiated increase represents an average 11% on the Salary Schedule for 2023-24  
 The new Salary Schedule will take effect August 1, 2023.  
 70% of COLA will be adjusted effected SY 2024-25  
 Additional \$125 on Health Benefits for each full time unit member
- 
13. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what was the percentage increase given, what is the effective date of the increase, and what is the annualized percentage increase?  
 11 % effective 8/1/2023  
 Year 2- increase of 70% Funded COLA
- 
14. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain)  
 None
- 
15. Proposed negotiated changes in non-compensation items (e.g., class size adjustments, staff development days, teacher prep time, etc.)  
 Article 10. H Seniority/Voluntary Transfer/Promotion/Reclassification  
 Unit members or CSEA may request a reclassification of a position or a job classification. Such request shall include the specific criteria and justification for the reclassification. The District and CSEA will meet to negotiate the reclassification request by 5/15/24.
- 
16. What contingency language is included in the proposed agreement (i.e., re-openers, etc.)?  
 None
- 

**Source of Funding for Proposed Agreement**

**Current Year:**

- Funding was included in adopted budget
- Funding will come from designated reserves
- Funding will come from: the General Fund.

**Second Year:**

- Funding was included in adopted budget
- Funding will come from designated reserves
- Funding will come from: the General Fund.

**Third Year:**

- Funding was included in adopted budget
- Funding will come from designated reserves
- Funding will come from: the General Fund.

CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COST OF COLLECTIVE BARGAINING AGREEMENT

The disclosure document must be signed by the district Superintendent and Chief Business Officer at the time of public disclosure.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Biggs Unified School District hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Biggs Unified CSEA Chapter # 268 Bargaining Unit, during the term of the agreement from 07/01/23 to 06/30/25.

The budget revisions necessary to meet the costs of the agreement in each year of its term are as follows:

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N/A  (No budget revisions necessary)

  
\_\_\_\_\_  
District Superintendent  
(Signature)

8/3/2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Business Officer  
(Signature)

8/3/2023  
\_\_\_\_\_  
Date

**2023-2024/2024-2025**

**Tentative Agreement**

**Between the**

**California School Employees Association and its Biggs Chapter #268 (CSEA**

**And the**

**BIGGS UNIFIED SCHOOL DISTRICT**

This agreement will close negotiations for 2023-24 and 2024-2025 as reflected in Article XXI  
TERM

This agreement is effect July 1, 2023 and shall remain in effect to and including June 30, 2025.  
For the 2025-2026 school years, the parties agree to re-open negotiations on compensation,  
health and welfare benefits and up to two (2) additional articles of each part's choosing.

**Article 3 – Benefits**

**B. Health Insurance**

1. The District will pay \$725.00 per month for medical insurance premiums for regular full time employees. The employee must choose one of the medical plans available through Self-Insured Schools of California (SISC) in a partnership with Butte Schools Self-Funded Program (BSSP) with any additional expense paid by the employee on a monthly basis by payroll deduction. Any savings will be paid to the employee on a monthly basis through payroll. Any employee that is Medicare eligible may opt out of medical plan coverage per (SISC) agreement.

**Article 4 – Salaries**


- A. District New Salary Schedule effective on signing agreement the first of the month after signing. Attached
- B. For the 2024-2025 Salary, Schedule will be increase by 70% the States budgeted Cola percent. i.e. 10% COLA budgeted by the state the salary schedule will increase 8%.


**Article 10 –Seniority/Voluntary Transfer/Promotion/Reclassification**

H. Unit members or CSEA may request a reclassification of a position or a job classification. Such request shall include the specific criteria and justification for the reclassification. The deadline for submitting Reclassification Request to the CSEA Executive Board on the appropriate forms, as attached in Exhibit G will be May 1, and CSEA will the Reclassification Request to the District Office by May 15. The District and CSEA will meet to negotiate the Reclassification Requests.

**Article 16: comply with the law.**

CSEA and the District agree to continue to update all job descriptions through the negotiation process with a completion date of January 2024.

Dated: 8-2-2023 By:   
Doug Kaelin, Superintendent Biggs  
Unified School District

Dated: 8-2-23 BY:   
Derek Tanner Chapter President  
Biggs#268

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Nancy Eastman  
Labor Relation Representative

**BIGGS UNIFIED SCHOOL DISTRICT  
CLASSIFIED SALARY SCHEDULE**

	<b>RANGE</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>RANGE 1</b>	<b>CLASSIFICATION</b>									
	Clerical Helper	16.00	16.72	17.47	18.26	19.08	19.94	20.84	21.77	22.75
	Instructional Aide	16.64	17.47	18.26	19.08	19.94	20.84	21.77	22.75	23.78
	Special Circumstance Aide	17.39	18.26	19.08	19.94	20.84	21.77	22.75	23.78	24.85
<b>RANGE 2</b>	<b>CLASSIFICATION</b>									
	Special Circumstance Aide/SDC	18.17	19.08	19.94	20.84	21.77	22.75	23.78	24.85	25.97
	Bilingual Aide	18.99	19.94	20.84	21.77	22.75	23.78	24.85	25.97	27.13
	Career-Student Service Clerk ASB	19.84	20.84	21.77	22.75	23.78	24.85	25.97	27.13	28.36
<b>RANGE 3</b>	<b>CLASSIFICATION</b>									
	Light Maintenance-Custodian-Grounds	20.74	21.77	22.75	23.78	24.85	25.97	27.13	28.36	29.63
	Light Maintenance-Custodian-Cook	21.67	22.75	23.78	24.85	25.97	27.13	28.36	29.63	30.96
<b>RANGE 4</b>	<b>CLASSIFICATION</b>									
	Van Driver	22.64	23.78	24.85	25.97	27.13	28.36	29.63	30.96	32.36
		23.66	24.85	25.97	27.13	28.36	29.63	30.96	32.36	33.81
		24.73	25.97	27.13	28.36	29.63	30.96	32.36	33.81	35.34
		25.84	27.13	28.36	29.63	30.96	32.36	33.81	35.34	36.93
<b>RANGE 5</b>	<b>CLASSIFICATION</b>									
	Bus Driver-Light Maintenance-Custodian									
	Bus Driver-Light Maintenance-Custodian-Cook									
	School Secretary									
	School Secretary-Health Aide									
<b>RANGE 6</b>	<b>CLASSIFICATION</b>									
	Bus Driver-Grounds									
	Bus Driver-Grounds-Custodian									
<b>RANGE 7</b>	<b>CLASSIFICATION</b>									
	Bus Driver-Dispatch-Custodian									
<b>RANGE 8</b>	<b>CLASSIFICATION</b>									
	Maintenance Worker-Bus Driver									
<b>RANGE 9</b>	<b>CLASSIFICATION</b>									
	Bus, Bus Machanic, Maintenance									



BIGGS UNIFIED SCHOOL DISTRICT  
Agriculture Teacher Extended Year Agreement

This agreement is made and entered into this 2 day of August 2023 by and between Lilly Baker, hereinafter "Teacher", and the Biggs Unified School District, hereinafter "District" as recognition of the mutual obligations of the parties while conducting an active Future Farmers of America Program.

1. Duties

Teacher agrees to perform various professional, technical, and teaching services, tasks, and assignments as a teacher of vocational agriculture and an advisor to the Future Farmers of America (FFA) organization. The duties shall include all those normally associated with the conduct of an active FFA program, and includes work to be performed in the summer as well as outside school time during the school year.

This extended year contract does not include work required of a regular teacher in the normal course of the school year.

2. Term

This agreement will be in effect from July 1, 2023 to June 30, 2024. Any renewal of this agreement will be in accordance with the applicable provisions of the collective bargaining agreement between the District and the Biggs Unified Teachers Association.

3. Pro-ration

A full-time extended year contract requires the agriculture teacher to work a minimum of the equivalent of forty (40) additional days beyond those required in a regular teaching assignment, however, it is acknowledged that often times much more time is required to conduct an active FFA program. By September 15, 2023, teacher will submit a schedule for approval by Superintendent accounting for the forty (40) additional days.

Teacher is required to perform one hundred percent, (100%) of the work required in a full time extended year contract. The District Superintendent, in consultation with Teacher, will make the determination of what constitutes one hundred percent (100%) of the normal full-time extended year contract.

4. Compensation

For work to be performed in 2023-24 the District agrees to pay Teacher twenty percent (20%) of the full-time salary of Teacher for the 2023-24 year, as determined by placement of Teacher on the 2023-24 Biggs Unified School District Certificated Employee Salary Schedule.

5. Method of Payment


For the 2023-24 school year, District will pay Teacher in eleven (11) monthly payments.

IN WITNESS HEREIN we affix our signatures to this agreement as the full and complete understanding of the relationships between the parties hereto.

DOUG KAELIN

  
\_\_\_\_\_  
Superintendent  
Biggs Unified School District

LILLY BAKER

  
\_\_\_\_\_  
Teacher

  
\_\_\_\_\_  
Date of Acceptance

BIGGS UNIFIED SCHOOL DISTRICT  
Agriculture Teacher Extended Year Agreement

This agreement is made and entered into this 24 day of July 2023 by and between Stephen Boyes, hereinafter "Teacher", and the Biggs Unified School District, hereinafter "District" as recognition of the mutual obligations of the parties while conducting an active Future Farmers of America Program.

1. Duties

Teacher agrees to perform various professional, technical, and teaching services, tasks, and assignments as a teacher of vocational agriculture and an advisor to the Future Farmers of America (FFA) organization. The duties shall include all those normally associated with the conduct of an active FFA program, and includes work to be performed in the summer as well as outside school time during the school year.

This extended year contract does not include work required of a regular teacher in the normal course of the school year.

2. Term

This agreement will be in effect from July 1, 2023 to June 30, 2024. Any renewal of this agreement will be in accordance with the applicable provisions of the collective bargaining agreement between the District and the Biggs Unified Teachers Association.

3. Pro-ration

A full-time extended year contract requires the agriculture teacher to work a minimum of the equivalent of forty (40) additional days beyond those required in a regular teaching assignment, however, it is acknowledged that often times much more time is required to conduct an active FFA program. By September 15, 2023, teacher will submit a schedule for approval by Superintendent accounting for the forty (40) additional days.

Teacher is required to perform one hundred percent, (100%) of the work required in a full time extended year contract. The District Superintendent, in consultation with Teacher, will make the determination of what constitutes one hundred percent (100%) of the normal full-time extended year contract.

4. Compensation

For work to be performed in 2023-24 the District agrees to pay Teacher twenty percent (20%) of the full-time salary of Teacher for the 2022-23 year, as determined by placement of Teacher on the 2022-23 Biggs Unified School District Certificated Employee Salary Schedule.

5. Method of Payment

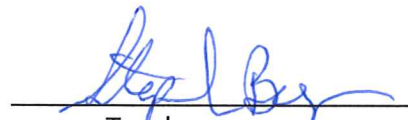
For the 2023-24 school year, District will pay Teacher in eleven (11) monthly payments.

IN WITNESS HEREIN we affix our signatures to this agreement as the full and complete understanding of the relationships between the parties hereto.

DOUG KAELIN

  
\_\_\_\_\_  
Superintendent  
Biggs Unified School District

STEPHEN BOYES

  
\_\_\_\_\_  
Teacher

7-24-23  
\_\_\_\_\_  
Date of Acceptance

# BIGGS UNIFIED SCHOOL DISTRICT

July 19, 2023

Item Number: 15 A

Item Title: GASB Statement No. 75 Actuarial Valuation Report as of June 30, 2023

Presenter: Analyn Dyer

Attachments: Demsey Filliger & Assoc. (DFA) Actuarial Services

Item Type:  Consent Agenda  Action  Report  Work Session  Other

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## **Background/Comments:**

Governmental Accounting Standards Board (GASB) Statement 75 requires local government and school districts that prepare Government Accepted Accounting Principles GAAP- compliant financial statements to report the total liability in the Statement of net position in their government-wide financial statements.

The district selected DFA to perform the actuarial valuation of the retiree health insurance program. This report compared the valuation performance as of June 30, 2022, to see how the liabilities have changed since the last valuation. To comply with GASB 75, this report supplements the auditors in the preparation of the district's financial statements.

## **Fiscal Impact:**

DFA total service fees of \$500 will be taken from General Fund.

Based on the reports, the net change in the total OPEB liability is \$99,546 or a sum total of \$2,101,176 as of June 30, 2023.

## **Education Impact:**

None

## **Recommendation:**

Information only. No board action is required at this time.



**GASB Statement No. 75**  
**Supplemental Schedules**  
**for Biggs Unified School District**

*Reporting Period:* July 1, 2022 to June 30, 2023  
*Measurement Period:* July 1, 2022 to June 30, 2023  
*Valuation Date:* July 1, 2021

July 18, 2023

**Biggs Unified School District  
Post-Employment Medical Benefits Plan**

**GASB 75 Disclosure Information**

**Note to Auditors**

DFA, LLC (DFA) has prepared the following supplemental schedules to accompany the District's actuarial valuation as of July 1, 2021 to (1) facilitate preparation of GASB 75 reporting and (2) to provide information that (if applicable) was not determinable as of the valuation date. We have prepared this supplement based on the results of our actuarial valuation and (if applicable) subsequent projections. We are available to discuss and reconcile any differences between your records and our calculations.

Our actuarial valuation report is intended to comply with GASB 75's valuation requirements (at least one every two years); the following schedules are intended to provide the reporting information specific to the applicable reporting period (July 1, 2022 to June 30, 2023), with updates to the measurement date (June 30, 2023).

**Notes to the Financial Statements for the Year Ended June 30, 2023**

**Plan Description**

*Plan administration.* The District's defined benefit plan, Biggs Unified School District's Other Post Employment Benefits Plan (Plan), is a single employer defined benefit health care plan administered by the District. Plan benefits and contribution requirements for both the employee and District are established by labor agreements. All contracts with District employees may be renegotiated at various times in the future, and thus, benefits and costs are subject to change.

*Benefits provided.* Classified, Confidential, and Classified Management employees may retire with District-paid medical benefits after the later of age 50 and 10 years of continuous service (55 and 15 for Classified employees hired on or after January 1, 2014). Benefits are paid for the lesser of five years or Medicare eligibility age (currently age 65). If the retiree dies before the end of the prescribed benefit period, the surviving spouse will be entitled to any unused benefits. District contributions are capped at \$15,000 per year for employees who retire on or before June 30, 2015, and \$12,000 per year for employees who retire after June 30, 2015. Classified employees hired on or after January 1, 2014 and Confidential employees hired on or after January 1, 2013 are subject to a cap of \$8,400 regardless of date of retirement.

Certificated employees hired prior to January 1, 2013 may retire with District-paid medical, dental, and vision benefits after the later of age 55 and 15 years of District service credit. Benefits are paid for seven years plus one additional year for each five years of service credit in excess of 15, to a maximum of 10 years of District-paid benefits. The cap is 110% of the maximum District contribution for actives in the year of retirement. For retirements between 2007 and 2017 inclusive, an annual District cap of \$12,243 applies.

Certificated employees hired on or after January 1, 2013 become eligible for retiree health benefits after the later of age 55 and 20 years of District service, and benefits are paid for the lesser of seven years or until Medicare eligibility age (currently age 65). The cap is 100% of the maximum District contribution for active employees in the year of retirement (\$11,130 in 2021).

As of the valuation date there are two Certificated retirees earning benefits for their lifetime under a former plan of the District.

Certificated Management employees negotiate their own retiree health packages. Contracts currently in effect guarantee benefits at least as valuable as those provided to Certificated unit members.



**Biggs Unified School District  
Post-Employment Medical Benefits Plan**

**GASB 75 Disclosure Information**

*Plan membership.* On July 1, 2021, the most recent valuation date, membership consisted of the following:

Inactive plan members or beneficiaries currently receiving benefit payments	7
Active plan members	73

*Contributions.* The required contribution is based on projected pay-as-you-go financing requirements. No assets are accumulated in a trust that meets the criteria in Paragraph 4 of GASB Statement No. 75.





**Biggs Unified School District  
Post-Employment Medical Benefits Plan**

**GASB 75 Disclosure Information**

**Total OPEB Liability**

The District's Total OPEB Liability was measured as of June 30, 2023 and was determined by an actuarial valuation as of July 1, 2021. Standard actuarial update procedures were used to project/discount from valuation to measurement dates.

*Actuarial assumptions.* The total OPEB liability was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial cost method	Entry Age, Level Percent of Pay
Valuation of fiduciary net position	No assets held in an irrevocable trust as of the measurement date.
Recognition of deferred inflows and outflows of resources	Closed period equal to the average of the expected remaining service lives of all employees provided with OPEB
Salary increases	3.00 percent
Inflation rate	2.75 percent
Healthcare cost trend rate	5.00 percent for 2023, 5.20 percent for 2024-2069, and 4.00 percent for 2070 and later years; Medicare ages: 4.00 percent for all years.
Preretirement Mortality Certificated  Classified	Mortality Rates for active employees from CalSTRS Experience Analysis (2015-2018). Preretirement Mortality Rates from CalPERS Experience Study (2000-2019).
Postretirement Mortality Certificated  Classified	Mortality Rates for retired members and beneficiaries from CalSTRS Experience Analysis (2015-2018). Post-retirement Mortality Rates for Healthy Recipients from CalPERS Experience Study (2000-2019).

Actuarial assumptions used in the July 1, 2021 valuation were based on a review of plan experience during the period July 1, 2019 to June 30, 2021.

*Discount rate.* For OPEB Plans That Are Not Administered through Trusts That Meet the Criteria in Paragraph 4, GASB 75 requires a discount rate that is a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The discount rate used to measure the District's Total OPEB liability is based on the following information:

Reporting Date	Measurement Date	Fidelity GO AA 20 Years Municipal Index	Discount Rate
June 30, 2022	June 30, 2022	3.69%	3.69%
June 30, 2023	June 30, 2023	3.86%	3.86%



**Biggs Unified School District  
Post-Employment Medical Benefits Plan**

**GASB 75 Disclosure Information**

The Total OPEB liability was as follows:

Total OPEB liability	\$2,101,176
Measurement date	June 30, 2023
Reporting date	June 30, 2023
Covered employee payroll	\$4,698,923
Total OPEB liability as a percentage of covered payroll	44.72%

*Schedule of Changes in Total OPEB Liability (June 30, 2022 to June 30, 2023)*

<b>Total OPEB Liability</b>	
Service Cost	133,122
Interest	77,256
Changes of benefit terms	0
Difference between expected and actual experience	0
Changes in assumptions or other inputs	(27,881)
Benefit payments <sup>1</sup>	(82,951)
<b>Net change in total OPEB liability</b>	99,546
<b>Total OPEB liability – June 30, 2022 (a)</b>	\$2,001,630
<b>Total OPEB liability – June 30, 2023 (b)</b>	\$2,101,176

<sup>1</sup> Includes \$67,654 of pay-as-you-go contributions made from sources outside of trust, plus an implicit subsidy amount of \$15,297.

*Sensitivity of the Total OPEB liability to changes in the discount rate.* The following presents the Total OPEB liability, as well as what the Total OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage-point higher than the current discount rate:

	1% Decrease (2.86%)	Discount Rate (3.86%)	1% Increase (4.86%)
Total OPEB liability	2,271,517	2,101,176	1,945,857

*Sensitivity of the Total OPEB liability to changes in the healthcare cost trend rates.* The following presents the Total OPEB liability, as well as what the Total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower or 1-percentage-point higher than the current healthcare cost trend rates:

	1% Decrease <sup>2</sup>	Trend Rate	1% Increase <sup>3</sup>
Total OPEB liability	1,886,317	2,101,176	2,351,754

<sup>2</sup> Trend rate for each future year reduced by 1.00%.

<sup>3</sup> Trend rate for each future year increased by 1.00%.



**Biggs Unified School District  
Post-Employment Medical Benefits Plan**

**GASB 75 Disclosure Information**

**Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

On June 30, 2023, the District's deferred outflows of resources and deferred inflows of resources to OPEB from the following sources are:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience <sup>4,5</sup>	0	(749,608)
Changes in assumptions or other inputs <sup>4,5</sup>	205,611	(272,204)
<b>Total</b>	<b>\$205,611</b>	<b>\$(1,021,812)</b>

<sup>4</sup> Measured on June 30, 2023.

<sup>5</sup> See Schedule of Deferred Outflows and Inflows of Resources for additional information.

Amounts reported as deferred outflows and deferred inflows of resources will be recognized in OPEB expense as follows:

Fiscal Year ending June 30:	Deferred Outflows of Resources	Deferred Inflows of Resources
2024	\$44,602	\$(153,948)
2025	44,602	(145,375)
2026	36,534	(145,375)
2027	33,073	(145,375)
2028	33,073	(145,375)
Thereafter+	13,727	(286,364)



**Biggs Unified School District  
Post-Employment Medical Benefits Plan**

**GASB 75 Disclosure Information**

**Schedule of Deferred Outflows of Resources**

Year	Type	Category	Initial Base	Amortization Period	Current Recognition	Current Balance
2017	Deferred Outflow	Difference between expected and actual experience	0	0.0	0	0
2018	Deferred Outflow	Difference between expected and actual experience	0	0.0	0	0
2019	Deferred Outflow	Difference between expected and actual experience	0	0.0	0	0
2020	Deferred Outflow	Difference between expected and actual experience	0	0.0	0	0
2021	Deferred Outflow	Difference between expected and actual experience	0	0.0	0	0
2022	Deferred Outflow	Difference between expected and actual experience	0	0.0	0	0
2023	Deferred Outflow	Difference between expected and actual experience	0	9.4	0	0
			Total		\$0	\$0

Year	Type	Category	Initial Base	Amortization Period	Current Recognition	Current Balance
2017	Deferred Outflow	Changes in assumptions or other inputs	0	0.0	0	0
2018	Deferred Outflow	Changes in assumptions or other inputs	0	0.0	0	0
2019	Deferred Outflow	Changes in assumptions or other inputs	84,164	7.3	11,529	26,519
2020	Deferred Outflow	Changes in assumptions or other inputs	195,310	9.2	21,229	110,394
2021	Deferred Outflow	Changes in assumptions or other inputs	104,230	8.8	11,844	68,698
2022	Deferred Outflow	Changes in assumptions or other inputs	0	0.0	0	0
2023	Deferred Outflow	Changes in assumptions or other inputs	0	9.4	0	0
			Total		\$44,602	\$205,611

Deferred Outflow Total	\$44,602	\$205,611
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**Biggs Unified School District  
Post-Employment Medical Benefits Plan**

**GASB 75 Disclosure Information**

**Schedule of Deferred Inflows of Resources**

Year	Type	Category	Initial Base	Amortization Period	Current Recognition	Current Balance
2017	Deferred Inflow	Difference between expected and actual experience	0	0.0	0	0
2018	Deferred Inflow	Difference between expected and actual experience	0	0.0	0	0
2019	Deferred Inflow	Difference between expected and actual experience	0	0.0	0	0
2020	Deferred Inflow	Difference between expected and actual experience	(318,986)	9.2	(34,672)	(180,298)
2021	Deferred Inflow	Difference between expected and actual experience	0	0.0	0	0
2022	Deferred Inflow	Difference between expected and actual experience	(721,126)	9.5	(75,908)	(569,310)
2023	Deferred Inflow	Difference between expected and actual experience	0	9.4	0	0
Difference between expected and actual experience			Total		\$ (110,580)	\$ (749,608)

Year	Type	Category	Initial Base	Amortization Period	Current Recognition	Current Balance
2017	Deferred Inflow	Changes in assumptions or other inputs	0	0.0	0	0
2018	Deferred Inflow	Changes in assumptions or other inputs	(82,061)	6.7	(12,248)	(8,573)
2019	Deferred Inflow	Changes in assumptions or other inputs	0	0.0	0	0
2020	Deferred Inflow	Changes in assumptions or other inputs	0	0.0	0	0
2021	Deferred Inflow	Changes in assumptions or other inputs	0	0.0	0	0
2022	Deferred Inflow	Changes in assumptions or other inputs	(302,374)	9.5	(31,829)	(238,716)
2023	Deferred Inflow	Changes in assumptions or other inputs	(27,881)	9.4	(2,966)	(24,915)
Changes in assumptions or other inputs			Total		\$ (47,043)	\$ (272,204)

Deferred Inflow Total	\$ (157,623)	\$ (1,021,812)
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**Biggs Unified School District  
Post-Employment Medical Benefits Plan**

**GASB 75 Disclosure Information**

**OPEB Expense**

The District's OPEB expense (credit) was \$97,357.

Total OPEB Liability – beginning (a)	\$2,001,630
Total OPEB Liability – ending (b)	\$2,101,176
Change in Total OPEB Liability [(b)-(a)]	99,546
Change in Deferred Outflows	44,602
Change in Deferred Inflows	(129,742)
Employer Contributions	82,951
Adjustment	0
OPEB Expense (Credit) – June 30, 2022 to June 30, 2023	\$97,357

Service Cost	133,122
Interest Cost	77,256
Changes of benefit terms	0
Recognition of Deferred Outflows and Inflows	
Differences between expected and actual experience	(110,580)
Changes of assumptions	(2,441)
Differences between projected and actual investments	0
Total	(113,021)
Adjustment	0
OPEB Expense (Credit) – June 30, 2022 to June 30, 2023	\$97,357

**Biggs Unified School District  
Post-Employment Medical Benefits Plan**

**GASB 75 Disclosure Information**

**Journal Entries<sup>6</sup>**

OPEB Expense Journal Entries - June 30, 2023 Reporting Date

		<b>Debit</b>	<b>Credit</b>
Differences between Expected and Actual Experience	Deferred Outflows	\$0	\$0
	Deferred Inflows	110,580	0
Change in Assumptions and Other Inputs	Deferred Outflows	0	(44,602)
	Deferred Inflows	19,162	0
OPEB Liability		0	(182,497)
OPEB Expense/Credit		97,357	0
<i>Total</i>		\$227,099	\$(227,099)

Employer Contribution Journal Entries - June 30, 2023 Reporting Date

		<b>Debit</b>	<b>Credit</b>
Contributions paid July 1, 2022 to June 30, 2023	Total OPEB Liability/(Asset)	\$82,951	\$0
	Other Healthcare (Implicit Subsidy)	0	(15,297)
	Contributions Expense	0	(67,654)
<i>Total</i>		\$82,951	\$(82,951)

<sup>6</sup> Provided for illustrative purposes. Actual entries may differ. DFA is available to discuss any differences.



**Biggs Unified School District  
Post-Employment Medical Benefits Plan**

**GASB 75 Disclosure Information**

**Actuarial Certification**

The results set forth in this supplement are based on our actuarial valuation of the health and welfare benefit plans of the Biggs Unified School District as of July 1, 2021.

The valuation was performed in accordance with generally accepted actuarial principles and practices. We relied on census data for active employees and retirees provided to us by the District. We also made use of claims, premium, expense, and enrollment data, and copies of relevant sections of healthcare documents provided to us by the District, and (when applicable) trust statements prepared by the trustee and provided to us by the District.

The assumptions used in performing the valuation, as summarized in this report, and the results based thereupon, represent our best estimate of the actuarial costs of the program under GASB 74 and GASB 75, and the existing and proposed Actuarial Standards of Practice for measuring post-retirement healthcare benefits.

Each undersigned actuary meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained in this report.

Certified by:



Carlos Diaz, ASA, EA, MAAA  
Actuary



Analyn Dyer  
Chief Business Officer  
Biggs Unified School District  
300 B Street  
Biggs, CA 95917

# Biggs Unified School District 2023/2024 Calendar

Doug Kaelin, Superintendent

## 2023

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16er	17	18	19
20	21	22	23er	24	25	26
27	28	29	30er	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6er	7	8	9
10	11	12	13er	14	15	16
17	18	19	20er	21	22	23
24	25	26	27er	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3*	4*	5*	6*	7
8	9	10	11er	12	13	14
15	16	17	18er	19	20	21
22	23	24	25er	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1er	2	3	4
5	6	7	8er	9	10	11
12	13	14	15er	16	17	18
19	20	21	22	23	24	25
26	27	28	29er	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6er	7	8	9
10	11	12	13er	14	15	16
17	18	19	20***	21	22	23
24	25	26	27	28	29	30
31						

## 2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17er	18	19	20
21	22	23	24er	25	26	27
28	29	30	31er			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7er	8	9	10
11	12	13	14er	15	16	17
18	19	20	21er	22	23	24
25	26	27	28er	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6er	7	8	9
10	11	12	13er	14	15	16
17	18	19	20er	21	22	23
24/31	25	26	27er	28	29	30

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10er	11	12	13
14	15	16	17er	18	19	20
21	22	23	24er	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1er	2	3	4
5	6	7	8er	9	10	11
12	13	14	15er	16	17	18
19	20	21	22er	23	24	25
26	27	28	29er	30***	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

<b>8/10/2023 - First Day of School</b> <b>05/30/2024 - Last Day of School</b>	05/30/24 - BES Graduation 05/31/24 - H.S. Graduation	<b>Non-School Days - Staff Days</b>
District designated holidays per Ed Code 37220 & 45205	<b>All Schools</b> Winter Recess: 12/21/23 - 01/09/24 Break: 02/16/24 - 02/19/24 Spring Recess: 03/29/24 - 04/05/24 (Easter March 31st)	* Minimum Days (grades K-8) ** Minimum Days (Grades 9-12) *** Minimum Day ALL Grades
Jul 4 Independence Day observed Jul 5 Local Holiday Sept 4 Labor Day Nov 10 Veterans Day observed Nov 23 Thansgiving Day Nov. 24 Local Holiday Dec. 22 Local Holiday Dec 25 Christmas Day Jan 1 New Year's Day Jan 15 Martin Luther King Day Feb 19 Presidents' Day Apr 1 Local Holiday May 27 Memorial Day June 19 Juneteenth Oct 2 11 Mo. Classified Alternate July 3 12 Mo. Classified Alternate	<b>Staff Return Dates</b> 8/07 - Teachers Return 8/08 - 10 mo. Classified Return <b>ELEMENTARY GRADING PERIODS</b> First Trimester Nov.3rd 60 days Second Trimester March 1st 62 days Third Trimester May 31st 58 days <b>SECONDARY GRADING PERIODS</b> First Semester Dec. 20th 87 days Second Semester May 31st 93 days	er <b>Early Release Days</b>
		Board approved: 03/03/2021