

Agenda
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
BOARD ROOM – 300 B Street
April 10, 2024
6:00 p.m. Closed Session
6:30 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

A. March 13, 2024 Regular Meeting

6. PUBLIC COMMENT – Anyone wishing to address the Board on Items listed under Closed Session on the agenda may do so at this time. Comments are limited to 3-5 minutes and 20 minutes each subject matter.

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)

If Closed Session is not completed before 6:30 p.m., it will resume immediately following the open session/regular meeting.

RECONVENE TO OPEN SESSION

7. ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION

8. PARENT ASSOCIATIONS REPORTS

9. CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS

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.

Pg 9-52 **11. PUBLIC HEARING** – To allow public input on Resolution 2023-2024 #07 Increasing School Facilities Fees as Authorized by Government Code Section 65995(b) 3

12. STUDENT REPRESENTATIVE REPORTS AND RECOGNITION

A. ASB

B. FFA

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

A. DEAN OF STUDENTS' REPORT:

B. RES/MIDDLE SCHOOL PRINCIPAL'S REPORT:

C. HIGH SCHOOL PRINCIPAL'S REPORT:

Pg 53 D. M/O/T AND FOOD SERVICE DIRECTOR'S REPORT:

E. SUPERINTENDENT'S REPORT:

Pg 54 F. CBO'S REPORT:

G. BOARD MEMBER REPORTS:

14. 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 55 A. Approve Inter-District Agreement Request(s) for the 2024-2025 school year

Pg 56-65 B. Approve AP Vendor Check Register and Purchase Order Listing March 1, 2024 – March 31, 2024

15. ACTION ITEMS

Pg 66-68 A. Approve Resolution 2023-2024 #07 Increasing School Facilities Fees as Authorized by Government Code Section 65995(b)3

Pg 69-70 B. Approve renewal purchase of Ramsey Education Service Site Licenses

Pg 71-83 C. Approve MOUs with BCOE for participation in the Learning Acceleration Systems Grant-Rural Math Collaborative Project; Total amount is \$12,000

Pg 84-89 D. Adopt the following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E) from the CSBA March 2024 release:

Board Policy 0450 - Comprehensive Safety Plan

Administrative Regulation 0450 - Comprehensive Safety Plan

Delete - Board Policy 0470 - COVID-19 Mitigation Plan

Board Policy 3516 - Emergency and Disaster Preparedness Plan

Administrative Regulation 3516 - Emergency and Disaster Preparedness Plan

Board Policy 3550 - Food Service/Child Nutrition Program

Administrative Regulation 3550 - Food Service/Child Nutrition Program

Board Policy 3551 - Food Service Operations/Cafeteria Fund
Administrative Regulation 3551 - Food Service Operations/Cafeteria Fund
Board Policy 3553 - Free and Reduced Price Meals
Administrative Regulation 3553 - Free and Reduced Price Meals
Board Policy 4111/4211/4311 - Recruitment and Selection
Administrative Regulation 4112.5/4212.5/4312.5 - Criminal Record Check
Exhibit(1) 4112.5/4212.5/4312.5 - Criminal Record Check
Board Policy 4118 - Dismissal/Suspension/Disciplinary Action
Regulation 4118 - Dismissal/Suspension/Disciplinary Action
Board Policy 4140/4240/4340 - Bargaining Units
Board Policy 4157/4257/4357 - Employee Safety
Administrative Regulation 4157/4257/4357 - Employee Safety
Administrative Regulation 4157.1/4257.1/4357.1 - Work-Related Injuries
Board Policy 4218 - Dismissal/Suspension/Disciplinary Action
Administrative Regulation 4218 - Dismissal/Suspension/Disciplinary Action
Board Policy 5126 - Awards for Achievement
Administrative Regulation 5126 - Awards for Achievement
Board Policy 5141.21 - Administering Medication and Monitoring Health Conditions
Board Policy 5144 – Discipline
Administrative Regulation 5144 – Discipline
Board Policy 6115 - Ceremonies and Observances
Administrative Regulation 6115 - Ceremonies and Observances
Board Policy 6141.2 - Recognition of Religious Beliefs and Customs
Administrative Regulation 6141.2 - Recognition of Religious Beliefs and Customs
Board Policy 6175 - Migrant Education
Administrative Regulation 6175 - Migrant Education
Board Bylaw 9320 - Meetings and Notices
Board Bylaw 9323.2 - Actions by the Board
Exhibit(1) 9323.2 - Actions by the Board
Delete - Exhibit(2) 9323.2 - Actions by the Board

Pg 90-91 E. Approve overnight field trip request for FFA members to attend Fresno Field Day April 19th-20th

Pg 92-98 F. Approve payment of remaining balance for the Modular Classroom purchase from 2020

Pg 99-100 G. Adopt Resolution 2023-2024 #08 to transfer funds from Fund 01 to Fund 17

16. PERSONNEL ACTION

- A. Accept resignation of Rebecca Cowan, Temporary Special Circumstances Instructional Aide, as of February 29, 2024
- B. Approve Abigail Smith’s reinstatement as the SDC teacher effective March 25, 2024
- C. Approve Moneek Graves as Pool Supervisor for the 2024 season
- D. Approve Jane Little as Pool Manager for the 2024 season
- E. Approve the following as returning Lifeguards for the 2024 season:
 - Lucas Romena
 - Delanie Little
 - Aurora Little
 - Phoenix Brynnan

Pg 101 F. Approve Amended Pool Personnel Salary Schedule

- G. Teacher Appreciation Week

The Superintendent recommends that the Board declare the week of May 6 - 10, 2024 as Teacher Appreciation Week. On National Teacher Day, May 7, 2024, thousands of communities take time to honor their local educators and acknowledge the crucial role teachers play in making sure every student receives a quality education.

H. Classified School Employee Week

The Superintendent recommends that the Board declare the week of May 19 - 25, 2024 as Classified Employee Week. Classified school employees play crucial roles in education. From transporting and feeding students to teaching them vital skills and ensuring that schools are operating smoothly, classified employees are integral to public education.

I. Approve Elizabeth Terpening as the RES 5th/6th Grade Combo Teacher for the 2024-2025 school year

J. Approve Michelle Rose as the RSP 6th-8th Grade Teacher for the 2024-2025 school year

17. INFORMATION ITEMS

A. Quarterly Report on Williams Uniform Complaints – No complaints were filed with any school in the district during the last quarter.

B. BSSP Property and Liability Insurance SY 2024-2025

18. FUTURE ITEMS FOR DISCUSSION

19. ADJOURNMENT

Notice to the Public: Please contact the Superintendent's Office at 868-1281 ext. 8100 should you require a disability-related modification or accommodation in order to participate in the meeting. This request should be received at least 48 hours prior to the meeting in order to accommodate your request. Agenda materials are available for public inspection at 300 B St., Biggs, CA 95917

**Minutes
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
March 13, 2024**

OPEN SESSION

CALL TO ORDER – President Brown called the meeting to order at 6:05 p.m.

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

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

APPROVAL OF AGENDA – (with Amendments listed below)

The Board approved the agenda with the removal of Action Items 14 D and 14 E and with Amendments noted below. MSCU (Navarro/Atteberry) 4/0/1

Item 14 G: Amendment to 2026-2027 School Year Calendar
Add Personnel Action Item 15 D – Approve Selina Santillan as a Certificated Substitute Teacher
Add Personnel Action Item 15 E – Approve Janette Valencia Topete as a Classified Substitute

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

APPROVAL OF MINUTES

The Board approved the minutes from the Regular Board Meeting on February 14, 2024 as written. MSCU (Avram/Navarro) 4/0/1

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

PUBLIC COMMENT (Closed Session Items) - None

The Board adjourned into Closed Session at 6:06 p.m.

CLOSED SESSION

1. **Public Employment Appointment of Personnel as listed under “Personnel Action” below; Pursuant to Government Code Section 54957**
2. **Classified, Certificated, Classified Confidential, and Management Personnel Discipline, Dismissal and/or Release; Pursuant to Government Code Section 54957**
3. **Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957**
4. **Litigation; Pursuant to Government Code Sections 54956.9**

Closed Session was adjourned at 6:30 pm and the Board reconvened to Open Session at 6:30 pm.

Staff Present: Doug Kaelin, Superintendent; Loretta Long, Admin. Assist. & HR Director; Analyne Dyer, CBO; Beverly Landers, Dean of Students; Tracey McPeters, 6-8 and RES Principal

ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Brown announced that no action was taken in Closed Session.

PARENT ASSOCIATIONS REPORTS – None

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

PUBLIC COMMENT- Char Locey announced that our BES Chess Team placed 2nd at a recent tournament. They are hoping to perform well at two upcoming tournaments this spring. The children are having fun and doing very well.

STUDENT REPRESENTATIVE REPORTS AND RECOGNITION

- A. Recognition of the winner of the Second Interim Budget Cover Art Contest – Ms. Taryn Roush was recognized and received a certificate and an Amazon gift card.
- B. ASB REPORT – No student representatives were in attendance. Mr. Kaelin reported that the ASB is busy preparing for and planning Battle of the Sexes (BOTS) activities.
- C. FFA REPORT – No student representative were in attendance. Mr. Kaelin reported that the FFA will be holding officer elections soon.

REPORTS:

- A. DEAN OF STUDENTS’ REPORT – Beverly Landers read her report and submitted it for the record.
- B. RES/MIDDLE SCHOOL PRINCIPAL’S REPORT – Tracey McPeters read her report and submitted it for the record.
- C. HIGH SCHOOL PRINCIPAL’S REPORT – Mr. Kaelin reported that it has been a crazy start to the month as both softball and baseball are hosting tournaments. The track team is up and running, and the new golf team is starting its season. Senior Project Mock Interviews are coming up. Some of our seniors have been accepted to schools in North Carolina and at Cal Poly. Staff is excited to see seniors’ plans for their futures forming and coming together. FFA is planning to attend the State Conference. The Master Schedule is almost complete and students have picked their classes for next year. Personal Needs Care Closets are available with items free to students in need. The community raised over a \$1,000 to help purchase prom tickets for students who otherwise might not be able to afford to go. Mr. Kaelin wants to officially recognize that our Boys Varsity Basketball team won the Section Championship for the first time in BHS history.
- D. M/O/T/, FOOD SERVICE DIRECTOR’S REPORT – John Strattard’s previously submitted report was reviewed.
- E. SUPERINTENDENT’S REPORT – Mr. Kaelin reported that the playground needs to dry out before that project can be finished. The fiber optic line placement hit a snag. Cement will have to be pulled up in order to complete the connection. We are looking to replace the refrigerator at the Elementary School.

The Boosters are funding new dugouts at the softball field. Construction for those will start when we get a break in the weather. We are working to get parent input on LCAP goals and the possibility of a Charter School on the Richvale campus. We will be interviewing for the BES Counselor position soon. Before we know it, graduation will be upon us!

F. CBO’S REPORT:

1. Analyn Dyer gave her Second Interim Budget Presentation

G. BOARD MEMBER REPORTS – Vice President, Melissa Atteberry, addressed the Principals to explain about her late son’s memorial foundation. She wants to direct some money to BES and RES. She is looking to revamp the Secret Elf Project that anonymously provides for the needs of students. Staff will report a need, and that need will be relayed back to the scholarship committee. If approved, funds would be allocated to fulfill the need such as new shoes, school supplies, etc. Mrs. Atteberry will distribute a flier with more information, as she is looking for community members who would be willing to be “elves”.

CONSENT AGENDA:

The Board approved the Consent Agenda Items A-C. MSCU (Navarro/Atteberry) 4/0/1

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

- A. Approve Inter-District Agreement Request(s) for the 2023-2024 and 2024-2025 school years
- B. Approve AP Vendor Check Register and Purchase Order Listing February 1, 2024 – February 29, 2024
- C. Approve Surplus of Damaged Electronic/Computer Equipment

ACTION ITEMS:

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

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

- A. Approve Transportation Service Plan 23-24

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

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

- B. Approve Second Interim Budget

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

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

- C. Approve purchase of Project Wayfinder for BES in the amount of \$22,126.12 using Lottery Funds

The Board removed Action Items D and E during approval of the Agenda.

D. Approve payment of remaining balance for the Modular Classroom purchase from 2020

E. Adopt Resolution 2023-2024 #07 to transfer funds from Fund 01 to Fund 17

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

F. Approve MOU with BCOE for SY 2024-2025 Internet Service

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

The Board approved Action Item G. MSCU (Atteberry/Avram) 4/0/1

G. Approve the 2024-2025, 2025-2026, and 2026-2027 School Calendars

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

PERSONNEL ACTION ITEMS:

The Board approved Personnel Action Items A-E. MSCU (Atteberry/Navarro) 4/0/1

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

A. Approve moving funding for one certificated teacher position from ESSER resources to the Learning Recovery Block Grant Resource

B. Approve George Guerro as the 2023-2024 coach for the BHS Track team

C. Accept resignation of BES Multi Subject Teacher, Justine Speegle, effective May 30, 2024

D. Approve Selina Santillan as a Certificated Substitute Teacher

E. Approve Janette Valencia Topete as a Classified Substitute

INFORMATION ITEMS – Mr. Kaelin discussed upcoming events, and the Board requested that Loretta Long create an Event List for the Board.

FUTURE ITEMS FOR DISCUSSION –None

ADJOURNMENT – 7:25 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.



Level I Developer Fee Study
for
Biggs Unified School District

March 18, 2024

Doug Kaelin, Superintendent

Board of Trustees

Linda Brown, President
Melissa A. Atteberry, Vice President
M. America Navarro, Clerk
Jonna Phillips, Member
Sean Avram, Member

Prepared by:

Jack Schreder & Associates, Inc.



4094 C Street
Sacramento, CA 95819
916-441-0986

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
SCHOOL DISTRICT BACKGROUND.....	3
INTRODUCTION	4
SECTION I: DEVELOPER FEE JUSTIFICATION	7
Facilities Capacity	7
Modernization and Reconstruction.....	8
Modernization Need.....	8
Residential Development and Fee Projections	12
Extent of Mitigation of School Facility Costs Provided by Level I Residential Fees....	13
Commercial / Industrial Development and Fee Projections.....	14
Extent of Mitigation of School Facility Costs Provided by Level I Commercial/Industrial Fees	16
Summary	17
SECTION II: BACKGROUND OF DEVELOPER FEE LEGISLATION.....	17
SECTION III: REQUIREMENTS OF AB 1600.....	20
SECTION IV: REVENUE SOURCES FOR FUNDING FACILITIES.....	23
State Sources	23
Local Sources	23
SECTION V: ESTABLISHING THE COST, BENEFIT AND BURDEN NEXUS.....	25
SECTION VI: FACILITY FUNDING ALTERNATIVES.....	26
STATEMENT TO IDENTIFY PURPOSE OF FEE.....	26
ESTABLISHMENT OF A SPECIAL ACCOUNT.....	27
RECOMMENDATION.....	27
SOURCES	28
APPENDIX A: PER PUPIL CONSTRUCTION COSTS	APP 1
APPENDIX B: PER PUPIL GRANT AMOUNTS	APP 2
APPENDIX C: COMMERCIAL/INDUSTRIAL CALCULATIONS	APP 3

LIST OF TABLES

	<u>Page</u>
Table 1: Construction Costs	11
Table 2: Projected Students from Proposed Development.....	12
Table 3: 25 year Modernization Need	12
Table 4: Summary of Projected Residential Square Footage.....	13
Table 5: Facilities Cost per SF from Proposed Residential Construction.....	13
Table 6: Commercial and Industrial Generation Factors.....	15
Table 7: Commercial and Industrial Facilities Cost Impact	16

EXECUTIVE SUMMARY

- Education Code Section 17620 authorizes school districts to levy a fee, charge, dedication, or other form of requirement against any development project for the construction or modernization of school facilities, provided the District can show justification for levying of fees.
- In January 2024, the State Allocation Board's biennial inflation adjustment changed the fee to \$5.17 per square foot for residential construction and \$0.84 per square foot for commercial/industrial construction.
- The Biggs Unified School District is justified in collecting \$5.17 per square foot of residential construction and \$0.84 per square foot of commercial/industrial construction. The Level I calculations justify a commercial/industrial fee ranging from \$0.03 to \$2.71 per square foot of construction, dependent on the category of construction. Therefore, the District is justified to collect from \$0.03 to \$0.84 per square foot of commercial/industrial construction, depending on the category of construction.
- In general, it is fiscally more prudent to extend the useful life of an existing facility than to construct new facilities when possible. The cost to modernize facilities is approximately 41.1 percent of the cost to construct new facilities.
- The residential justification is based on the Biggs Unified School District's projected modernization need of \$4,031,370 for students generated from residential development over the next 25 years and the projected residential square footage of 212,700.
- Based on the modernization need for students generated from projected residential development and the projected residential square footage, each square foot of residential construction will create a school facilities cost of \$18.95 ($\$4,031,370/212,700$).
- Each square foot of commercial/industrial construction will create a school facilities cost ranging from \$0.03 to \$2.71 per square foot of new commercial/industrial construction.

- For both residential and commercial/industrial development, the fees authorized by Government Code section 65995 are justified.

SCHOOL DISTRICT BACKGROUND

The Biggs Unified School District, located in Butte County, CA, serves approximately 532 students in transitional kindergarten through twelfth grade at Biggs Elementary, Richvale Elementary, and Biggs High School. Most students identify as White (approximately 55%), followed by Hispanic or Latino (approximately 37%), with a small portion of other ethnic groups. The majority of students (approximately 59%) meet the criteria for socioeconomically disadvantaged and approximately 9% of students are considered English Learners.

According to the Local Control Accountability Plan (LCAP), Biggs Unified School District (USD), encompasses 135 square miles, which includes the communities of Biggs and Richvale. The District believes that all children learn in different ways, so skills and concepts are taught in many different ways. This allows the curriculum to correspond to the learning strengths of each child. The staff at the District strongly support academic performance and a safe orderly environment. Students have a wide array of extracurricular activities they can participate in such as after school programs, sports, student leadership opportunities, and 3 career technical education pathways. The Biggs Unified School District is planning to implement a social emotional learning program that helps students with their social emotional skills.

Biggs Unified School District serves students in the rural City of Biggs and a portion of unincorporated southwestern Butte County, including the community of Richvale, located in the farmlands of the Sacramento Valley in Northern California. The rural City of Biggs is located approximately 25 miles south of the City of Chico and approximately 60 miles north of the City of Sacramento, along State Route 99. The City of Biggs is known as the “heart of rice country” and is primarily a residential community with a population of approximately 1,700. While a small number of affluent farmers and professional families populate both Biggs and Richvale, these farm service and bedroom communities are predominantly populated by retirees, skilled, and unskilled laborers. As large retail stores have developed in surrounding larger cities, the commercial/industrial areas within the City of Biggs have been in a decline as stores go out of business. According to the Butte County General Plan 2030, agriculture generates significant economic activity in the County and supports other industrial sectors, including transportation, warehousing, and manufacturing.

INTRODUCTION

In September 1986, the Governor signed into law Assembly Bill 2926 (Chapter 887/Statutes 1986) which granted school district governing boards the authority to impose developer fees. This authority is codified in Education Code Section 17620 which states in part "...the governing board of any school district is authorized to levy a fee, charge, dedication or other form of requirement against any development project for the construction or modernization of school facilities."

The Level I fee that can be levied is adjusted every two years according to the inflation rate, as listed by the state-wide index for Class B construction set by the State Allocation Board. In January of 1992, the State Allocation Board increased the Level I fee to \$1.65 per square foot for residential construction and \$0.27 per square foot for commercial/industrial construction.

Senate Bill 1287 (Chapter 1354/Statutes of 1992) effective January 1, 1993, affected the facility mitigation requirements a school district could impose on developers. Senate Bill 1287 allowed school districts to levy an additional \$1.00 per square foot of residential construction (Government Code Section 65995.3). The authority to levy the additional \$1.00 was rescinded by the failure of Proposition 170 on the November 1993 ballot.

In January 1994, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.72 per square foot for residential construction and \$0.28 per square foot for commercial/industrial construction.

In January 1996, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.84 per square foot for residential construction and \$0.30 per square foot for commercial/industrial construction.

In January 1998, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.93 per square foot for residential construction and \$0.31 per square foot for commercial/industrial construction.

In January 2000, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.05 per square foot for residential construction and \$0.33 per square foot for commercial/industrial construction.

In January 2002, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.14 per square foot for residential construction and \$0.36 per square foot for commercial/industrial construction.

In January 2004, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.24 per square foot for residential construction and \$0.41 per square foot for commercial/industrial construction.

In January 2006, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.63 per square foot for residential construction and \$0.42 per square foot for commercial/industrial construction.

In January 2008, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.97 per square foot for residential construction and \$0.47 per square foot for commercial/industrial construction.

In January 2010, the State Allocation Board's biennial inflation adjustment maintained the fee at \$2.97 per square foot for residential construction and \$0.47 per square foot for commercial/industrial construction.

In January 2012, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.20 per square foot for residential construction and \$0.51 per square foot for commercial/industrial construction.

In January 2014, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.36 per square foot for residential construction and \$0.54 per square foot for commercial/industrial construction.

In February 2016, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.48 per square foot for residential construction and \$0.56 per square foot for commercial/industrial construction.

In January 2018, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.79 per square foot for residential construction and \$0.61 per square foot for commercial/industrial construction.

In January 2020, the State Allocation Board's biennial inflation adjustment changed the fee to \$4.08 per square foot for residential construction and \$0.66 per square foot for commercial/industrial construction.

In February 2022, the State Allocation Board's biennial inflation adjustment changed the fee to \$4.79 per square foot for residential construction and \$0.78 per square foot for commercial/industrial construction.

In January 2024, the State Allocation Board's biennial inflation adjustment changed the fee to \$5.17 per square foot for residential construction and \$0.84 per square foot for commercial/industrial construction.

The next adjustment to the fee will occur at the January 2026 State Allocation Board meeting.

In order to levy a fee, a district must make a finding that the fee to be paid bears a reasonable relationship and be limited to the needs of the community for elementary or high school facilities and be reasonably related to the need for schools caused by the development. Fees are different from taxes and do not require a vote of the electorate. Fees may be used only for specific purposes and there must be a reasonable relationship between the levying of fees and the impact created by development.

In accordance with the recent decision in the Cresta Bella LP v. Poway Unified School District, 218 Cal. App.4th 438(2013) court case, school districts are now required to demonstrate that reconstruction projects will generate an increase in the student population thereby creating an impact on the school district's facilities. School districts must establish a reasonable relationship between an increase in student facilities needs and the reconstruction project in order to levy developer fees.

Purpose of Study

This study will demonstrate the relationship between residential and commercial/industrial growth and the need for the modernization of school facilities in the Biggs Unified School District.

SECTION I: DEVELOPER FEE JUSTIFICATION

Developer fee law requires that before fees can be levied a district must find that justification exists for the fee. Government Code Section 66001 (g) states that a fee shall not include the costs attributable to existing deficiencies in public facilities but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with a general plan. This section of the study will show that justification does exist for levying developer fees in the Biggs Unified School District.

Facilities Capacity

The District's capacity is adequate to house the District's current student population. Facility needs exist regardless of the availability of capacity to house student enrollments, inclusive of student enrollment generated from new development. New students generated from future development will create a burden on existing school facilities. Capital improvements, including upgrades or the replacement of existing facilities with new facilities for their continued long-term use, are necessary to adequately house future enrollment growth at all school levels.

The District's current total student capacity will diminish over time if the District does not modernize its facilities. Without modernization of aging buildings, some facilities will become unavailable, which will decrease the District's total student capacity. New development in the District necessitates that modernization occur in order to continue to have available school housing for newly generated students. As part of these modernization efforts, the District plans to modernize existing schools and to replace some of its existing schools with new buildings on the same site as the existing schools become old, inadequate, and pose health and safety challenges.

Modernization and Reconstruction

Extending the useful life of a school is a cost effective and prudent way to house students generated from future development. The state of California recognizes the need to extend the life of existing schools and provides modernization funding through the State School Facility Program. For the purpose of this report, modernization and reconstruction are used interchangeably since many of the improvements are common to both programs. Developer fees may not be used for regular maintenance, routine repair of school buildings and facilities or deferred maintenance. The District plans to use developer fees to replace aging portables at Biggs Elementary and Biggs High School, update technology, upgrade air filtration and distribution systems, modernize classrooms, repair roofs, and expand outdoor playground structures for physical education. Projects will be funded as developer fee revenue is generated. The authorization to justify modernization and reconstruction of school facilities and extend the useful life of existing schools is contained in Education Code Section 17620 and Government Code Section 66001 (g). School districts are permitted to modernize or replace existing or build new school facilities with developer fees as justified by this Study.

Modernization Need

As new students are generated by new development, the need to increase the useful life of school facilities will be necessary. In order to calculate the District's estimated modernization need generated by students from new development, it is necessary to determine the following factors: the number of units included in proposed developments, the District student yield factor, and the per pupil cost to modernize facilities.

Potential Development

The Biggs Unified School District is located within the Butte County and City of Biggs planning jurisdictions. The City of Biggs Planning Department stated that future annexation areas as a result of the Biggs Phased Annexation Plan which is currently underway may increase housing production over the next 5 to 10 years. However, to date, Biggs has not received new residential development proposals as a result of the Phased Annexation Plan. The City of Biggs is currently processing two tentative

subdivision maps, both of which have been deemed incomplete due to the environmental review issues. Due to the uncertainty of how the Plan will impact future development, the Planning Department suggested using the average of the previous five years of development to project future development. In the coming years, they hope to have a better understanding of how the Phased Annexation Plan will impact development.

According to the Planning Departments, development may continue at about the same rate as the previous five years. According to developer fee records, an average of six new or expanded residential units were constructed per year for the previous five years. An estimated 150 (6 x 25) new or expanded residential units may be constructed within District boundaries in the next 25 years.

The School Facility Program allows districts to apply for modernization funding for classrooms over 25 (permanent) or 20 (portable) years, meaning that school facilities are presumed to be eligible for, and therefore need, modernization after that time period. It is therefore generally presumed that school facilities have a useful life span of 25 years before modernization is needed in order to maintain the same level of service as previously existed. The same would be true for modernization of buildings 25 years after their initial modernization. In some cases, these older buildings may need to be closed entirely for the health and safety of students, teachers, staff, and other occupants. Aging infrastructure and building problems can profoundly impact a school's ability to safely remain in service and to continue delivering the instructional program to students at existing levels of service. Therefore, the District's modernization needs are considered over a 25 year period, and a 25 year projection has been included in the Study when considering the homes that will generate students for the facilities in question. Future development will generate additional students for the District to house. Developer fees generated from future development may be used to modernize or construct facilities to house students from planned future development.

School facilities have a limited usable lifespan, and school districts must consider the lifespan for each facility when planning and determining student housing needs in the future. Residential units will be built at different times over the coming years, and it is difficult to predict when construction on these projects will be complete. Additionally, the homes in these developments may be immediately occupied with families with school-aged children, or they may not be occupied by school-aged children for another

five, ten or fifteen years as young people who move in begin starting to have families. Thus, the District must be prepared to house students from new developments for the next several decades.

Student Generation Rate

In determining the impact of new development, the District is required to show how many students will be generated from the new development. In order to ensure that new development is paying only for the impact of those students that are being generated by new homes and businesses, the student generation rate is applied to the number of new housing units to determine development-related impacts. The student generation rate identifies the number of students per housing unit and provides a link between new residential construction projects and projected enrollment.

To identify the number of students anticipated to be generated by new residential development, a student yield factor of .7 has been utilized for the Biggs Unified School District. The yield factor is based on Statewide student yield averages calculated by the Office of Public School Construction.

Construction Cost

The construction cost per TK-12 pupil is \$93,416. Construction costs were provided by The Cumming Group, a project management and cost consulting firm, based on current and past projects in the region. Appendix A includes the cost per student calculations. Table 1 shows the weighted average to construct facilities per TK-12 pupil.

Table 1:
Construction Costs

Grade Level	Construction Costs
TK-6	\$82,312
7-8	\$104,012
9-12	\$110,326

Weighted Average	
\$82,312 × 8 =	\$658,496
\$104,012 × 2 =	\$208,024
\$110,326 × 4 =	<u>\$441,304</u>
Total	\$1,307,824

$$\text{Average} = \$1,307,824 / 14 = \$93,416$$

Source: Cumming Group.

Modernization Cost

The cost to modernize facilities is 41.1 percent of new construction costs. The percentage is based on the comparison of the State per pupil modernization grant (including 3% for Americans with Disabilities and Fire, Life Safety improvements) and the State per pupil new construction grant. For example, the State provides \$15,770 per TK-6 pupil to construct new facilities and \$6,005 to modernize facilities, which is 38.1 percent ($\$6,005 / \$15,770$) of the new construction grant amount. In addition, the State provides a minimum of three percent for ADA/FLS improvements which are required by the Department of State Architect's (DSA) office. Based on the per pupil grant amounts and the ADA/FLS costs, the estimated cost to modernize facilities is 41.1 percent of the cost to construct facilities. The School Facility Program per pupil grant amounts are included in Appendix B.

The construction cost per TK-12 pupil is \$93,416 and is outlined in Table 1. Therefore, the per pupil cost to modernize facilities per TK-12 pupil is \$38,394 ($\$93,416 \times .411$).

25 year Modernization Need

Based on the student generation rate and the projected number of residential units, 105 TK-12 students are projected from proposed new development. The calculation is included in Table 2.

Table 2:
Projected Students from Proposed Development

Projected Units	Student Generation Rate	Projected Students
150	.7	105

Source: Biggs Unified School District, Butte County Planning Department, City of Biggs Planning Department, Jack Schreder & Associates.

The District’s estimated modernization need generated by students from new residential development is \$4,031,370. The calculation is included in Table 3.

Table 3:
25 year Modernization Need

Per Pupil Modernization Cost	\$38,394
Students Generated	<u>x 105</u>
Modernization Need	\$4,031,370

Source: Biggs Unified School District, Office of Public School Construction, Jack Schreder & Associates, Butte County Planning Department, City of Biggs Planning Department, Cumming Group.

Residential Development and Fee Projections

To show a reasonable relationship exists between the construction of new housing units and the need for modernized school facilities, it will be shown that residential construction will create a school facility cost impact on the Biggs Unified School District by students generated from new development.

The Biggs Unified School District is located within the Butte County and City of Biggs planning jurisdictions. The Planning Departments were contacted regarding

projected development. According to the Planning Departments, development is expected to continue at about the same rate as the previous five years. According to developer fee records, an average of six new or expanded residential units were constructed per year for the previous five years. According to developer fee records, units average an estimated 1,418 square feet. Based on this information, an estimated 150 (6 x 25) residential units, totaling 212,700 (150 x 1,418) square feet, may be constructed within District boundaries in the next 25 years.

Table 4:
Summary of Projected Residential Square Footage

Projected Units	Average Square Footage	Total Square Footage
150	1,418	212,700

Source: Biggs Unified School District, Jack Schreder & Associates, Butte County Planning Department, City of Biggs Planning Department.

Based on the District’s modernization need of \$4,031,370 generated by students from residential construction and the total projected residential square footage of 212,700, residential construction will create a facilities cost of \$18.95 per square foot. However, the Level I statutory fee is \$5.17 per square foot. Therefore, the District is justified to collect \$5.17 per square foot of residential construction.

Table 5:
Facilities Cost per SF from Proposed Residential Construction

Modernization Need	Total Square Footage	Facilities Cost
\$4,031,370	/212,700	= \$18.95

Source: Biggs Unified School District, Jack Schreder & Associates, Cumming Group, Butte County Planning Department, City of Biggs Planning Department, Office of Public School Construction.

Extent of Mitigation of School Facility Costs Provided by Level I Residential Fees

Based on development projections, an estimated 212,700 residential square feet may be constructed in the next 25 years. Based on the statutory Level I fee of \$5.17 per

square foot, the District is projected to collect \$1,099,659 ($\$5.17 \times 212,700$) in residential developer fees. The \$1,099,659 in total residential Level I fee revenue will cover only 27 percent of the \$4,031,370 in total school facility modernization costs attributable to new residential development over the next 25 years.

Commercial / Industrial Development and Fee Projections

In order to levy developer fees on commercial/industrial development, a district must conduct a study to determine the impact of the increased number of employees anticipated to result from commercial/industrial development upon the cost of providing school facilities within the district. For the purposes of making this determination, the developer fee justification study shall utilize employee generation estimates that are calculated on either an individual project or categorical basis. Those employee generation estimates shall be based upon commercial/industrial factors within the district or upon, in whole or part, the applicable employee generation estimates as set forth in the January 1990 edition of "San Diego Traffic Generators," a report of the San Diego Association of Governments. (Education Code Section 17621). The initial study that was completed in January of 1990 (updated annually) identifies the number of employees generated for every 1,000 square feet of floor area for several development categories. These generation factors are shown in Table 6.

Table 6 indicates the number of employees generated for every 1,000 square feet of new commercial/industrial development and the number of District households generated for every employee in 12 categories of commercial/industrial development. The number of District households is calculated by adjusting the number of employees for the percentage of employees that live in the District and are heads of households. School facility costs for development projects not included on the list may be estimated by using the closest employee per 1,000 square feet ratio available for the proposed development.

In addition, an adjustment in the formula is necessary so that students moving into new residential units that have paid residential fees are not counted in the commercial/industrial fee calculation. Based on 2020 US Census data, 9.3 percent of all employees in the District live in existing housing units. The 9.3 percent adjustment eliminates double counting the impact. This adjustment is shown in the worksheets in Appendix C and in Table 6.

When these figures are compared to the cost to house students, it can be shown that each square foot of commercial/industrial development creates a cost impact greater than the maximum fee, with the exception of mini storage. The data in Table 7 is based on the per student costs shown in Table 1. These figures are multiplied by the student yield factor to determine the number of students generated per square foot of commercial/industrial development. To determine the school facilities square foot impact of commercial/industrial development shown in Table 7, the students per square foot are multiplied by the cost of providing school facilities.

Table 6:
Commercial and Industrial Generation Factors

Type of Development	*Employees per 1,000 sf	**Dist HH Per Emp.	***%Emp in Exist HH	Adj.%Emp Dist HH/Emp
Medical Offices	4.27	.2	.093	.019
Corporate Offices	2.68	.2	.093	.019
Commercial Offices	4.78	.2	.093	.019
Lodging	1.55	.3	.093	.028
Scientific R&D	3.04	.2	.093	.019
Industrial Parks	1.68	.2	.093	.019
Industrial/Business Parks	2.21	.2	.093	.019
Neighborhood Shopping Centers	3.62	.3	.093	.028
Community Shopping Centers	1.09	.3	.093	.028
Banks	2.82	.3	.093	.028
Mini-Storage	0.06	.2	.093	.019
Agriculture	0.31	.5	.093	.047

* Source: San Diego Association of Governments.

** Source: Jack Schreder and Associates. Original Research.

*** Source: United States Census, 2020.

Table 7:
Commercial and Industrial Facilities Cost Impact

Type of Development	Cost Impact Per Sq. Ft.
Medical Offices	\$2.13
Corporate Offices	\$1.34
Commercial Offices	\$2.39
Lodging	\$1.16
Scientific R&D	\$1.52
Industrial/Business Parks	\$0.84
Industrial/Com Park	\$1.10
Commercial Shopping Centers	\$2.71
Community Shopping Centers	\$0.82
Banks	\$2.11
Mini-Storage	\$0.03
Agriculture	\$0.39

**Sources: San Diego Association of Governments and Jack Schreder and Associates, Original Research.*

Table 7 shows that all types of commercial/industrial development will create a square foot cost justifying a commercial/industrial fee. Thus, a reasonable relationship between commercial/industrial development and the impact on the District is shown. Based on this relationship, the levying of commercial/industrial developer fees is justified in the District.

Extent of Mitigation of School Facility Costs Provided by Level I Commercial/Industrial Fees

Each square foot of commercial/industrial development creates a school facility cost ranging from \$0.03 to \$2.71 per square foot. Therefore, the District is justified to collect from \$0.03 to \$0.84 per square foot of commercial/industrial construction based on the commercial/industrial category.

Summary

The cost impact on the District imposed by new students to be generated from new or expanded residential and commercial/industrial development is greater than the maximum allowable fees. Each square foot of residential development creates a school facility cost of \$18.95 per square foot. Each square foot of commercial/industrial development creates a school facility cost ranging from \$0.03 to \$2.71 per square foot. The cost to provide additional school facilities exceeds the amount of residential and commercial/industrial fees to be generated directly and indirectly by residential construction. Therefore, the Biggs Unified School District is justified to collect \$5.17 per square foot of residential construction and commercial/industrial shall be collected at a rate ranging from \$0.03 to \$0.84 per square foot of construction, dependent on the category of construction.

SECTION II: BACKGROUND OF DEVELOPER FEE LEGISLATION

Initially, the allowable developer fee was limited by Government Code Section 65995 to \$1.50 per square foot of covered or enclosed space for residential development and \$0.25 per square foot of covered or enclosed space of commercial or industrial development. The Level I fee that can be levied is adjusted every two years, according to the inflation rate as listed by the state-wide index for Class B construction set by the State Allocation Board. In January 2024, the State Allocation Board changed the Level I fee to \$5.17 per square foot of residential construction and \$0.84 per square foot of commercial/industrial construction.

The fees collected are to be used by the school district for the construction or modernization of school facilities and may be used by the district to pay bonds, notes, loans, leases, or other installment agreements for temporary as well as permanent facilities.

Assembly Bill 3980 (Chapter 418/Statutes of 1988) added Government Code Section 66006 to require segregation of school facilities fees into a separate capital facilities account or fund and specifies that those fees and the interest earned on those fees can only be expended for the purposes for which they were collected.

Senate Bill 519 (Chapter 1346/Statutes of 1987) added Section 17625 to the Education Code. It provides that a school district can charge a fee on manufactured or mobile homes only in compliance with all of the following:

1. The fee, charge, dedication, or other form of requirement is applied to the initial location, installation, or occupancy of the manufactured home or mobile home within the school district.
2. The manufactured home or mobile home is to be located, installed, or occupied on a space or site on which no other manufactured home or mobile home was previously located, installed, or occupied.
3. The manufactured home or mobile home is to be located, installed, or occupied on a space in a mobile home park, on which the construction of the pad or foundation system commenced after September 1, 1986.

Senate Bill 1151 (Chapter 1037/Statutes of 1987) concerns agricultural buildings and adds Section 17622 to the Education Code. It provides that no school fee may be imposed and collected on a greenhouse or other space covered or enclosed for agricultural purposes unless the school district has made findings supported by substantial evidence as follows:

1. The amount of the fees bears a reasonable relationship and is limited to the needs for school facilities created by the greenhouse or other space covered or enclosed for agricultural purposes.
2. The amount of the fee does not exceed the estimated reasonable costs of the school facilities necessitated by the structures as to which the fees are to be collected.
3. In determining the amount of the fees, the school district shall consider the relationship between the proposed increase in the number of employees, if any, the size and specific use of the structure, as well as the cost of construction.

In order to levy developer fees, a study is required to assess the impact of new growth and the ability of the local school district to accommodate that growth. The need for new school construction and modernization must be determined along with the costs involved. The sources of revenue need to be evaluated to determine if the district can fund the new construction and modernization. Finally, a relationship between needs and funding raised by the fee must be quantified.

Assembly Bill 181 (Chapter 1109/Statutes of 1989) which became effective October 2, 1989, was enacted to clarify several areas of developer fee law. Assembly Bill 181 provisions include the following:

1. Exempts residential remodels of less than 500 square feet from fees.
2. Prohibits the use of developer fee revenue for routine maintenance and repair, most asbestos work, and deferred maintenance.
3. Allows the fees to be used to pay for the cost of performing developer fee justification studies.
4. States that fees are to be collected at the time of occupancy unless the district can justify earlier collection. The fees can be collected at the time the building permit is issued if the district has established a developer fee account and funds have been appropriated for which the district has adopted a proposed construction schedule or plan prior to the issuance of the certificate of occupancy.
5. Clarifies that the establishment or increase of fees is not subject to the California Environmental Quality Act.
6. Clarifies that the impact of commercial/industrial development may be analyzed by categories of development as well as an individual project-by-project basis. An appeal process for individual projects would be required if analysis was done by categories.

7. Changes the frequency of the annual inflation adjustment on the Level I fee to every two years.
8. Exempts from fees - development used exclusively for religious purposes, private schools, and government-owned development.
9. Expands the definition of senior housing, which is limited to the commercial/industrial fee and requires the conversion from senior housing to be approved by the city/county after notification of the school district.
10. Extends the commercial/industrial fee to mobile home parks limited to older persons.

SECTION III: REQUIREMENTS OF AB 1600

Assembly Bill 1600 (Chapter 927/Statutes of 1987) adds Section 66000 through 66003 to the Government Code:

Section 66000 defines various terms used in AB 1600:

"Fee" is defined as monetary exaction (except a tax or a special assessment) which is charged by a local agency to the applicant in connection with the approval of a development project for the purpose of defraying all or a portion of the costs of public facilities related to the development project.

"Development project" is defined broadly to mean any project undertaken for purposes of development. This would include residential, commercial, or industrial projects.

"Public facilities" is defined to include public improvements, public services, and community amenities.

Section 66001 (a) sets forth the requirements for establishing, increasing, or imposing fees. Local agencies are required to do the following:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put.
3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed.
4. Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed.

Section 66001 (c) requires that any fee subject to AB 1600 be deposited in an account established pursuant to Government Code Section 66006. Section 66006 requires that development fees be deposited in a capital facilities account or fund. To avoid any commingling of the fees with other revenues and funds of the local agency, the fees can only be expended for the purpose for which they were collected. Any income earned on the fees should be deposited in the account and expended only for the purposes for which the fee was collected.

Section 66001 (d) as amended by Senate Bill 1693 (Monteith/Statutes of 1996, Chapter 569), requires that for the fifth year following the first deposit into a developer fee fund, and for every five years thereafter, a school district must make certain findings as to such funds. These findings are required regardless of whether the funds are committed or uncommitted. Formerly only remaining unexpended or uncommitted fees were subject to the mandatory findings and potential refund process. Under this section as amended, relating to unexpended fee revenue, two specific findings must be made as a part of the public information required to be formulated and made available to the public. These findings are:

1. Identification of all sources and amounts of funding anticipated to provide adequate revenue to complete any incomplete improvements identified pursuant to the requirements of Section 66001 (a)(2).

2. A designation of the approximate date upon which the anticipated funding will be received by the school district to complete the identified but as yet incomplete improvements.

If the two findings are not made, a school district must refund the developer fee revenue on account in the manner provided in Section 66001 (e).

Section 66001 (e) provides that the local agency shall refund to the current record owners of the development project or projects on a prorated basis the unexpended or uncommitted portion of the fees and any accrued interest for which the local agency is unable to make the findings required by Section 66001 (d) that it still needs the fees.

Section 66002 provides that any local agency which levies a development fee subject to Section 66001 may adopt a capital improvement plan which shall be updated annually, and which shall indicate the approximate location, size, time of availability and estimates of cost for all facilities or improvements to be financed by the fees.

Assembly Bill 1600 and the Justification for Levying Developer Fees

Effective January 1, 1989, Assembly Bill 1600 requires that any school district which establishes, increases, or imposes a fee as a condition of approval of development shall make specific findings as follows:

1. A cost nexus must be established. A cost nexus means that the amount of the fee cannot exceed the cost of providing adequate school facilities for students generated by development. Essentially, it prohibits a school district from charging a fee greater than their cost to construct or modernize facilities for use by students generated by development.
2. A benefit nexus must be established. A benefit nexus is established if the fee is used to construct or modernize school facilities benefiting students to be generated from development projects.
3. A burden nexus must be established. A burden nexus is established if a project, by the generation of students, creates a need for additional facilities or a need to modernize existing facilities.

SECTION IV: REVENUE SOURCES FOR FUNDING FACILITIES

Two general sources exist for funding facility construction and modernization - state sources and local sources. The District has considered the following available sources:

State Sources

State School Facility Program

Senate Bill 50 reformed the State School Building Lease-Purchase Program in August of 1998. The new program, entitled the School Facility Program, provides funding under a “grant” program once a school district establishes eligibility. Funding required from districts will be a 50/50 match for construction projects and 60/40 (District/State) match for modernization projects. Districts may levy the current statutory developer fee as long as a district can justify collecting that fee. If a district desires to collect more than the statutory fee (Level 2 or Level 3), that district must meet certain requirements outlined in the law, as well as conduct a needs assessment to enable a higher fee to be calculated.

The District received \$9,201,725 in modernization funding through the School Facility Program in 2020 to modernize facilities. The funds assisted with the District’s modernization needs but were not sufficient to cover all needs.

Local Sources

Mello-Roos Community Facilities Act

The Mello-Roos Community Facilities Act of 1982 allows school districts to establish a community facilities district in order to impose a special tax to raise funds to finance the construction of school facilities.

1. The voter approved tax levy requires a two-thirds vote by the voters of the proposed Mello-Roos district.
2. If a Mello-Roos district is established in an area in which fewer than twelve registered voters reside, the property owners may elect to establish a Mello-Roos district.

General Obligation Bonds

General Obligation (GO) bonds may be issued by any school district for the purposes of purchasing real property or constructing or purchasing buildings or equipment "of a permanent nature." Because GO bonds are secured by an ad valorem tax levied on all taxable property in the district, their issuance is subject to two-thirds voter approval or 55% majority vote under Proposition 39 in an election. School districts are obligated, in the event of delinquent payments on the part of the property owners, to raise the amount of tax levied against the non-delinquent properties to a level sufficient to pay the principal and interest coming due on the bonds.

The District does not have available bond funds for facility improvements.

Developer Fees

The District's developer fees are dedicated to the current needs related directly to modernization and replacement of school facilities.

School District General Funds

The District's general funds are needed by the District to provide for the operation of its instructional program.

Expenditure of Lottery Funds

Government Code Section 8880.5 states: "It is the intent of this chapter that all funds allocated from the California State Lottery Education Fund shall be used exclusively for the education of pupils and students and no funds shall be spent for acquisition of real property, construction of facilities, financing research, or any other non-instructional purpose."

SECTION V: ESTABLISHING THE COST, BENEFIT AND BURDEN NEXUS

In accordance with Government Code Section 66001, the District has established a cost nexus and identified the purpose of the fee, established a benefit nexus, and a burden nexus:

Establishment of a Cost Nexus & Identify Purpose of the Fee

The Biggs Unified School District chooses to replace and/or modernize facilities for the additional students created by development in the district and the cost to replace and/or modernize facilities exceeds the amount of developer fees to be collected.

Based on development projections, an estimated 212,700 residential square feet may be constructed in the next 25 years. Based on the statutory Level I fee of \$5.17 per square foot, the District is projected to collect \$1,099,659 ($\$5.17 \times 212,700$) in residential developer fees. The \$1,099,659 in total residential Level I fee revenue will cover only 27 percent of the \$4,031,370 in total school facility modernization costs attributable to new residential development over the next 25 years. Each square foot of commercial/industrial development creates a school facility cost ranging from \$0.03 to \$2.71 per square foot, depending on the category of construction. Therefore, the District is justified to collect from \$0.03 to \$0.84 per square foot of commercial/industrial construction, dependent on the category of construction. It is clear that when educational facilities are provided for students generated by new residential and commercial/industrial development that the cost of replacing and/or modernizing facilities exceeds developer fee generation, thereby establishing a cost nexus.

Establishment of a Benefit Nexus

Students generated by new residential and commercial/industrial development will be attending District schools. Housing District students in replaced and/or modernized facilities will directly benefit those students from the new development projects upon which the fee is imposed, therefore, a benefit nexus is established.

Establishment of a Burden Nexus

Future residential and commercial/industrial development will cause new families to move into the District and, consequently, will generate additional students in the District. While facilities are currently designed to meet the projected student enrollment, the existing facilities will need to remain in sufficient condition to maintain existing levels of service for the newly generated students. Future residential and commercial/industrial development, therefore, creates a need for the reconstruction and/or modernization of existing school facilities. The fee's use for school facility reconstruction and/or modernization efforts is, therefore, reasonably related to the future residential and commercial/industrial development upon which it is imposed.

The need for reconstructing and/or modernizing facilities will be, in part, satisfied by the levying of developer fees on new residential and commercial/industrial developments, therefore, a burden nexus is established.

SECTION VI: FACILITY FUNDING ALTERNATIVES

The District does not currently have funds to provide for the shortfall in modernization costs. We suggest the District continue to consider and pursue all State funding sources for the modernization of facilities.

STATEMENT TO IDENTIFY PURPOSE OF FEE

It is a requirement of AB 1600 that the District identify the purpose of the fee. The purpose of fees being levied shall be used for the replacement and/or modernization of school facilities. The District will provide for the replacement and/or modernization of school facilities, in part, with developer fees. The District plans to use developer fees to replace aging portables at Biggs Elementary and Biggs High School, update technology, upgrade air filtration and distribution systems, modernize classrooms, repair roofs, and expand outdoor playground structures for physical education. Projects will be funded as developer fee revenue is generated.

ESTABLISHMENT OF A SPECIAL ACCOUNT

Pursuant to Government Code section 66006, the District has established a special account in which fees for capital facilities are deposited. The fees collected in this account will be expended only for the purpose for which they were collected. Any interest income earned on the fees that are deposited in such an account must remain with the principal. The school district must make specific information available to the public within 180 days of the end of each fiscal year pertaining to each developer fee fund. The information required to be made available to the public by Section 66006 (b) (1) was amended by SB 1693 and includes specific information on fees expended and refunds made during the year.

RECOMMENDATION

Based on the fee justification provided in this report, it is recommended that the Biggs Unified School District levy residential development fees and commercial/industrial fees up to the statutory fee for which justification has been determined.

SOURCES

California Basic Educational Data System. California State Department of Education. October Enrollments, 2019-2022.

California Department of Education, Dataquest.

Collard, Gary. Lead Housing Analyst for Southern California. California State Department of Housing and Community Development.

Cumming Group, Project Management and Cost Consulting.

Dyer, Analyn. Chief Business Officer, Biggs Unified School District.

Kaelin, Doug. Superintendent, Biggs Unified School District.

Local Control Accountability Plan. Biggs Unified School District. 2023-2024.

Michelena, Mark. Associate Planner, Butte County.

Office of Public School Construction. Leroy F. Greene School Facilities Act, 1998.

San Diego Association of Governments. Traffic Generators, January 1990.

Schreder, Jack and Associates. Original research.

Summerville, Bob. Senior Planner, ECORP Consulting, Inc.

United States Census, 2020.

APPENDIX A
CONSTRUCTION COSTS

Elementary School Facility Construction Costs - Permanent Construction		
I. Allowable Building Area		
	A. Total Student Capacity	
	B. Building Area	
	600 students @ 71sf/student	42,600
	Total	42,600
II. Site Requirements		
	A. Purchase Price of Property (10 Acres)	
	Cost per Acre	\$0
	B. Appraisals	\$0
	C. Costs Incurred in Escrow	\$0
	D. Surveys	\$0
	E. Other Costs, Geo. and Soils Reports	<u>\$0</u>
	Total-Acquisition of Site	\$0
III. Plans		
	A. Architect's Fee for Plans	\$3,619,273
	B. DSA Plans Check Fee	\$281,499
	C. School Planning, Plans Check Fee	\$12,000
	D. Preliminary Tests	\$10,000
	E. Other Costs, Energy Cons. & Advertising	<u>\$120,642</u>
		\$4,043,414
IV. Construction Requirements		
	A. Utility Services	\$842,005
	B. Off-site Development	\$1,246,167
	C. Site Development, Service	\$1,987,131
	D. Site Development, General	\$1,313,527
	E. New Construction	\$33,680,186
	F. Unconventional Energy Source	<u>\$1,145,126</u>
	Total Construction	\$40,214,142
	Total Items II, III and IV	\$44,257,556
	Contingency 10%	\$4,425,756
	Construction Tests	\$301,606
	Inspection	\$402,141
	TOTAL ESTIMATED PROJECT COSTS	\$49,387,059
	ESTIMATED COST PER STUDENT	\$82,312
<i>*Source: Cumming Group, Project Management and Cost Consulting.</i>		

Middle School Facility Construction Costs - Permanent Construction		
I. Allowable Building Area		
	A. Total Student Capacity	
	B. Building Area	
	1000 students @ 85sf/student	85,000
	Total	85,000
II. Site Requirements		
	A. Purchase Price of Property (20 Acres)	
	Cost per Acre	\$0
	B. Appraisals	\$0
	C. Costs Incurred in Escrow	\$0
	D. Surveys	\$0
	E. Other Costs, Geo. and Soils Reports	<u>\$0</u>
	Total-Acquisition of Site	\$0
III. Plans		
	A. Architect's Fee for Plans	\$7,633,468
	B. OSA Plans Check Fee	\$593,714
	C. School Planning, Plans Check Fee	\$10,611
	D. Preliminary Tests	\$11,789
	E. Other Costs, Energy Cons. & Advertising	<u>\$141,478</u>
		\$8,391,061
IV. Construction Requirements		
	A. Utility Services	\$1,556,263
	B. Off-site Development	\$1,768,480
	C. Site Development, Service	\$4,810,266
	D. Site Development, General	\$3,466,221
	E. New Construction	\$70,739,209
	F. Unconventional Energy Source	<u>\$2,475,872</u>
	Total Construction	\$84,816,311
	Total Items II, III and IV	\$93,207,372
	Contingency	\$9,320,737
	Construction Tests	\$636,122
	Inspection	\$848,163
	TOTAL ESTIMATED PROJECT COSTS	\$104,012,394
	ESTIMATED COST PER STUDENT	\$104,012
<i>*Source: Cumming Group, Project Management and Cost Consulting.</i>		

High School Facility Construction Costs - Permanent Construction		
I. Allowable Building Area		
A. Total Student Capacity		
B. Building Area		
1500 students @ 92sf/student		138,000
Total		138,000
II. Site Requirements		
A. Purchase Price of Property (40 Acres)		
Cost per Acre		\$0
B. Appraisals		\$0
C. Costs Incurred in Escrow		\$0
D. Surveys		\$0
E. Other Costs, Geo. and Soils Reports		\$0
Total-Acquisition of Site		\$0
III. Plans		
A. Architect's Fee for Plans		\$12,150,303
B. OSA Plans Check Fee		\$945,024
C. School Planning, Plans Check Fee		\$11,349
D. Preliminary Tests		\$18,376
E. Other Costs, Energy Cons. & Advertising		\$167,808
		\$13,292,860
IV. Construction Requirements		
A. Utility Services		\$1,322,823
B. Off-site Development		\$1,351,119
C. Site Development, Service		\$4,385,831
D. Site Development, General		\$3,254,004
E. New Construction		\$120,589,545
F. Unconventional Energy Source		\$4,100,045
Total Construction		\$135,003,366
Total Items II, III and IV		\$148,296,225
Contingency 10%		\$14,829,623
Construction Tests		\$1,012,525
Inspection		\$1,350,034
TOTAL ESTIMATED PROJECT COSTS		\$165,488,407
ESTIMATED COST PER STUDENT		\$110,326
<i>*Source: Cumming Group, Project Management and Cost Consulting.</i>		

APPENDIX B
PER PUPIL GRANT AMOUNTS

ATTACHMENT B

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS

State Allocation Board Meeting, January 24, 2024

Grant Amount Adjustments

New Construction	SFP Regulation Section	Adjusted Grant Per Pupil Effective 1-1-23	Adjusted Grant Per Pupil Effective 1-1-24
Elementary	1859.71	\$15,983	\$15,770
Middle	1859.71	\$16,904	\$16,679
High	1859.71	\$21,509	\$21,223
Special Day Class – Severe	1859.71.1	\$44,911	\$44,314
Special Day Class – Non-Severe	1859.71.1	\$30,036	\$29,637
Automatic Fire Detection/Alarm System – Elementary	1859.71.2	\$19	\$19
Automatic Fire Detection/Alarm System – Middle	1859.71.2	\$25	\$25
Automatic Fire Detection/Alarm System – High	1859.71.2	\$43	\$42
Automatic Fire Detection/Alarm System – Special Day Class – Severe	1859.71.2	\$80	\$79
Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe	1859.71.2	\$57	\$56
Automatic Sprinkler System – Elementary	1859.71.2	\$268	\$264
Automatic Sprinkler System – Middle	1859.71.2	\$319	\$315
Automatic Sprinkler System – High	1859.71.2	\$331	\$327
Automatic Sprinkler System – Special Day Class – Severe	1859.71.2	\$846	\$835
Automatic Sprinkler System – Special Day Class – Non-Severe	1859.71.2	\$567	\$559

ATTACHMENT B

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS

State Allocation Board Meeting, January 24, 2024

Grant Amount Adjustments

Modernization	SFP Regulation Section	Adjusted Grant Per Pupil Effective 1-1-23	Adjusted Grant Per Pupil Effective 1-1-24
Elementary	1859.78	\$6,086	\$6,005
Middle	1859.78	\$6,436	\$6,350
High	1859.78	\$8,427	\$8,315
Special Day Class - Severe	1859.78.3	\$19,396	\$19,138
Special Day Class – Non-Severe	1859.78.3	\$12,977	\$12,804
State Special School – Severe	1859.78	\$32,330	\$31,900
Automatic Fire Detection/Alarm System – Elementary	1859.78.4	\$198	\$195
Automatic Fire Detection/Alarm System – Middle	1859.78.4	\$198	\$195
Automatic Fire Detection/Alarm System – High	1859.78.4	\$198	\$195
Automatic Fire Detection/Alarm System – Special Day Class – Severe	1859.78.4	\$544	\$537
Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe	1859.78.4	\$365	\$360
Over 50 Years Old – Elementary	1859.78.6	\$8,454	\$8,342
Over 50 Years Old – Middle	1859.78.6	\$8,942	\$8,823
Over 50 Years Old – High	1859.78.6	\$11,705	\$11,549
Over 50 Years Old – Special Day Class – Severe	1859.78.6	\$26,948	\$26,590
Over 50 Years Old – Special Day Class – Non-Severe	1859.78.6	\$18,019	\$17,779
Over 50 Years Old – State Special Day School – Severe	1859.78.6	\$44,910	\$44,313

APPENDIX C

**COMMERCIAL/INDUSTRIAL
CALCULATIONS**

Biggs Unified School District						
Commercial/Industrial Calculations						
	EMP/ 1000 SQ.FT	DIST.HH/ EMP	HH/SF	% EMP IN EXIST HH	ADJUSTED HH/SF	ADJ % DIST HH/EMP
MEDICAL	4.27	0.2	0.000854	0.093	0.000079422	0.019
CORP. OFFICE	2.68	0.2	0.000536	0.093	0.000049848	0.019
COM. OFFICE	4.78	0.2	0.000956	0.093	0.000088908	0.019
LODGING	1.55	0.3	0.000465	0.093	0.0000432	0.028
R&D	3.04	0.2	0.000608	0.093	0.000056544	0.019
IN. PARK	1.68	0.2	0.000336	0.093	0.000031248	0.019
IN/COM PARK	2.21	0.2	0.000442	0.093	0.000041106	0.019
NBHD COMM SC	3.62	0.3	0.001086	0.093	0.000100998	0.028
COMMUNITY SC	1.09	0.3	0.000327	0.093	0.000030411	0.028
BANKS	2.82	0.3	0.000846	0.093	0.000078678	0.028
MINI-STORAGE	0.06	0.2	0.000012	0.093	0.000001116	0.019
AGRICULTURE	0.31	0.5	0.000155	0.093	0.0000144	0.047
STUDENT GENERATION RATE			MODERNIZATION COST PER STUDENT			
TK-12	0.7000		TK-12	\$38,394		
STUDENTS PER SQUARE FOOT						
(YIELD FACTORS X ADJ HH/SQ. FT IN COLUMN F)						
	TK-12					
MEDICAL	0.000056					
CORP. OFFICE	0.000035					
COM. OFFICE	0.000062					
LODGING	0.000030					
R&D	0.000040					
IN. PARK	0.000022					
IN/COM PARK	0.000029					
COM. SC.	0.000071					
COMMUNITY SC	0.000021					
BANKS	0.000055					
MINI STORAGE	0.000001					
AGRICULTURE	0.000010					
COSTS PER SQUARE FOOT						
(STUDENTS/ SQ. FOOT X STUDENT COST/SQ. FOOT IN EACH CATEGORY)						
	TK-12					
MEDICAL	\$2.13					
CORP. OFFICE	\$1.34					
COM. OFFICE	\$2.39					
LODGING	\$1.16					
R&D	\$1.52					
IN. PARK	\$0.84					
IN/COM PARK	\$1.10					
COM. SC.	\$2.71					
COMMUNITY SC	\$0.82					
BANKS	\$2.11					
MINI STORAGE	\$0.03					
AGRICULTURE	\$0.39					

PROOF OF SERVICE OF FOURTEEN DAY NOTICE

I am Loretta Long, Administrative Assistant for the Biggs Unified School District. On March 27, 2024, I mailed the attached letter regarding FOURTEEN-DAY NOTICE OF PROPOSAL TO IMPLEMENT DEVELOPMENT FEES to the following persons by first class United States mail addressed as follows:

1. Butte County Board of Supervisors
25 County Center Dr.
Oroville, CA 95965
2. Butte County Building Dept.
7 County Center Dr.
Oroville, CA 95965
3. City of Biggs Building Dept.
P.O. Box 307
Biggs, CA 95917

I declare under penalty of perjury that the above is true and correct.
Executed on 3-27, 2024, at Biggs, California.

Signed: _____



Re: Fourteen-Day Notice of Proposal to Implement Developer Fees

To Whom It May Concern:

A public hearing will be held by the Governing Board of the Biggs Unified School District at its regular meeting of April 10, 2024, in which the Board will consider a resolution implementing school facilities fees in accordance with Education Code Section 17620. The meeting will be held at 6:00 p.m. in the Board Room of the district offices, located at 300 B St., Biggs, California. Further information on the costs of school services and facilities and on other available revenue, including the general fund, will be available at the District office as of April 1, 2024.

If you have any questions regarding the above, please feel free to contact me.

Signed: 

**DECLARATION OF DOCUMENTS AVAILABLE FOR
PUBLIC INSPECTION ON April 1, 2024**

I am Loretta Long, Administrative Assistant for the Biggs Unified School District. From April 1, 2024 to April 10, 2024, the following documents were available for public inspection at the District offices located at 300 B St., Biggs, California.

1. Development Fee Implementation Study.

I declare under penalty of perjury that the above is true and correct.

Executed on April 4, 2024, at Biggs, California.

Signed: _____



DECLARATION OF POSTING AGENDA

I, Loretta Long, declare that I posted the attached "Notice of Public Hearing and of Proposal for Implementing School Facilities Fees," and the Agenda for the District's Governing Board's regular April 10, 2024, meeting, on April 3, 2024, in the following locations.

1. BUSD Office and Website
300 B. St., Biggs, CA 95917
2. Biggs Elementary School Office
300 B. St., Biggs, CA 95917
3. Biggs High School Office
3046 2nd St., Biggs, CA 95917

I declare under penalty of perjury that the above is true and correct.
Executed on April 3, 2024, at Biggs, California.

Signed: _____



NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING AND OF PROPOSAL FOR IMPLEMENTING SCHOOL FACILITIES FEES AS AUTHORIZED BY EDUCATION CODE SECTION S 17620 AND GOVERNMENT CODES 65995

TAKE NOTICE that immediately following a public hearing on the matter, a proposed fee(s) will be considered by the Governing Board of Biggs Unified School District at its meeting on April 10, 2024, at 6:00 p.m., which if adopted by the Board will implement the present fees established by the District against residential construction and reconstruction at \$0.84 per square foot and against new commercial or industrial construction at \$0.84 per square foot. Education Code Section 17620 and Government Code Section 65995 authorize the proposed fee pertaining to the cost of school facilities is available for inspection during regular hours at the District's administrative offices. The fee, if approved by the Governing Board, will become effective on June 9, 2024, which is 60 days after the proposed adoption of the fee by the Governing Board.

The Gridley Herald 3-29 and 4-5-2024

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING AND OF PROPOSAL FOR IMPLEMENTING SCHOOL FACILITIES FEES AS AUTHORIZED BY EDUCATION CODE SECTION S 17620 AND GOVERNMENT CODES 65995

TAKE NOTICE that immediately following a public hearing on the matter, a proposed fee(s) will be considered by the Governing Board of Biggs Unified School District at its meeting on April 10, 2024, at 6:00 p.m., which if adopted by the Board will implement the present fees established by the District against residential construction and reconstruction at \$0.84 per square foot and against new commercial or industrial construction at \$0.84 per square foot. Education Code Section 17620 and Government Code Section 65995 authorize the proposed fee pertaining to the cost of school facilities is available for inspection during regular hours at the District's administrative offices. The fee, if approved by the Governing Board, will become effective on June 9, 2024, which is 60 days after the proposed adoption of the fee by the Governing Board.

The Gridley Herald 3-29 and 4-5-2024

herald.com

M/O/T Report will be provided under separate cover.

Biggs Unified School District

Item 13 F

300 B STREET, BIGGS, CALIFORNIA 95917
(530)868-1281

Doug Kaelin
Superintendent

CBO BOARD REPORT

04/10/2024

- ❖ One-Time Funds Update – (Annual and Quarterly Reporting)
ESSER
American Rescue Plan
- ❖ American Modular System and Inter-Fund Transfers
- ❖ Butte Schools Self-Funded Programs JPA
Health and Welfare Benefits SY2024/25
Property and Liability Insurance SY 2024/25
- ❖ Financial Auditor Preliminary Visit- May 6-8, 2024
- ❖ Preparation for the new three-year LCAP Plan
Goals and Priorities Budget Information Meeting – May 10, 2024
- ❖ School Services of California- May Revisions Workshop- 5/21/24
Proposed Budget SY2024/25

BIGGS UNIFIED SCHOOL DISTRICT

Meeting Date: April 10, 2024

Item Number: 14 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>2024-2025 School Year</u>	<u>From:</u>	<u>To:</u>	<u>Action</u>	<u>New/Ongoing:</u>
1. (Kindergarten)	Gridley	Biggs	Accept	New
2. (TK)	Gridley	Biggs	Accept	New
3. (1 st Grade)	Gridley	Biggs	Accept	Ongoing
4. (7 th Grade)	Gridley	Biggs	Accept	Ongoing
5. (TK)	Biggs	Manzanita	Release	New
6. (2 nd Grade)	Biggs	Manzanita	Release	Ongoing
7. (2 nd Grade)	Biggs	Thermalito	Release	Ongoing
8. (8 th Grade)	Biggs	Thermalito	Release	Ongoing
9. (6 th Grade)	Biggs	Thermalito	Release	Ongoing
10. (TK)	Biggs	Durham	Release	New
11. (4 th Grade)	Biggs	Manzanita	Release	Ongoing
12. (7 th Grade)	Biggs	Gridley	Release	Ongoing
12. (9 th Grade)	Biggs	Gridley	Release	Ongoing
13. (11 th Grade)	Biggs	Gridley	Release	Ongoing
14. (8 th Grade)	Biggs	Gridley	Release	Ongoing
15. (6 th Grade)	Biggs	Gridley	Release	Ongoing
16. (4 th Grade)	Biggs	Gridley	Release	Ongoing
17. (4 th Grade)	Biggs	Manzanita	Release	Ongoing
18. (1 st Grade)	Biggs	Manzanita	Release	Ongoing

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: April 10, 2024

Item Number: 14 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 March 1, 2024 through March 31, 2024
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.

Register 000475 - 03/07/2024

Bank Account COUNTY - US Bank

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-284386	25.00	Printed	01		AUSTIN STEELE (AUSTIN STEE - Payee)
3005-284387	25.00	Printed	01		AYLA CARDWELL (AYLA CARDWE - Payee)
3005-284388	150.00	Printed	73		BAYLEE BOWLES (BAYLEE BOWL - Payee)
3005-284389	150.00	Printed	73		BAYLEE BOWLES (BAYLEE BOWL - Payee)
3005-284390	250.00	Printed	73		MARCELLA MUNANUI (MARCELLA MU - Payee)
3005-284391	25.00	Printed	01		TAMEIKO BALLARD (TAMEIKO BAL - Payee)
3005-284392	100.00	Printed	01		Dyer, Analyn (001371 - Emp)
3005-284393	294.80	Printed	01		Landers, Beverly (001468 - Emp)
3005-284394	20.00	Printed	01		BUCKMASTER OFFICE SOLUTIONS (100112/1)
3005-284395	903.29	Printed	01		BUTTE AUTO PARTS (100115/1)
3005-284396	283.59	Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-284397	1,200.00	Printed	01		CASBO PROFESSIONAL DEVELOPMENT ACCOUNTS RECEIVABLE (100148/1)
3005-284398	1,920.99	Printed	01		CITY OF BIGGS (100164/1)
3005-284399	367.98	Printed	13		HAYDEN FIRE PROTECTION (100253/1)
3005-284400	901.50	Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-284401	165.54	Printed	01		J C NELSON SUPPLY CO (100275/1)
3005-284402	1,295.00	Printed	25		JACK SCHREDER & ASSOCIATES INC (100276/1)
3005-284403	3,344.72	Printed	01		Meet the Masters, Inc. (100860/1)
3005-284404	10,939.18	Printed	01		OFFICE DEPOT (100358/1)
3005-284405	531.64	Printed	01		PETERSON TRACTOR (100368/1)
3005-284406	181.75	Printed	01		SCHOOL SPECIALTY (100413/1)
3005-284407	24,000.00	Printed	01		Uniq Steel, Inc. (100847/1)

47,074.98

Number of Items

22 Totals for Register 000475

2024 FUND-OBJ Expense Summary / Register 000475

01-4300	16,744.51	
01-5200	1,200.00	
01-5502	1,920.99	
01-5606	20.00	
01-5800	75.00	
01-6170	24,000.00	
01-9110*		43,960.50-
Totals for Fund 01	43,960.50	43,960.50-

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 = 3/1/2024, Ending Check Date = 3/31/2024, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 =)

2024 FUND-OBJ Expense Summary / Register 000475 (continued)

13-4700	901.50	
13-5800	367.98	
13-9110*		1,269.48-
Totals for Fund 13	1,269.48	1,269.48-
25-5800	1,295.00	
25-9110*		1,295.00-
Totals for Fund 25	1,295.00	1,295.00-
73-5800	550.00	
73-9110*		550.00-
Totals for Fund 73	550.00	550.00-
Totals for Register 000475	47,074.98	47,074.98-

* denotes System Generated entry

Net Change to Cash 9110 47,074.98- Credit

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-285250	25.00	Printed	01		AKAI FRAZIER (AKAI FRAZIE - Payee)
3005-285251	25.00	Printed	01		ALLIE LITTLE (ALLIE LITTL - Payee)
3005-285252	25.00	Printed	01		EDUARDO AYALA (EDUARDO AYA - Payee)
3005-285253	522.00	Printed	01		GLENN COUNTY OFFICE OF ED (GLENN COUNT - Payee)
3005-285254	30.00	Printed	01		JANETTE VALENCIA (JANETTE VAL - Payee)
3005-285255	25.00	Printed	01		ZACK LAVY (ZACK LAVY - Payee)
3005-285256	869.41	Printed	01		McPeters, Tracey (001462 - Emp)
3005-285257	45,564.00	Printed	01		Alco Building Solutions ABS (100821/1)
3005-285258	623.28	Printed	01		ANDES POOL SUPPLY (100077/1)
3005-285259	520.29	Printed	01		AT&T (100086/1)
3005-285260	20.00	Printed	01		BUCKMASTER OFFICE SOLUTIONS (100112/1)
3005-285261	154.09	Printed	01		BUTTE AUTO PARTS (100115/1)
3005-285262	111.00	Printed	01		CA STATE DEPT OF JUSTICE ACCOUNTING OFFICE (100132/1)
3005-285263	5,398.34	Printed	01		CHRISTENSEN TELECOMMUNICATIONS (100163/1)
3005-285264	164.44	Printed	01		CINTAS CORPORATION NO. 2 (100749/1)
3005-285265	739.35	Printed	01		CompuGroup Medical, Inc (100796/1)
3005-285266	3,882.35	Printed	13		DANIELSEN COMPANY (100182/1)
3005-285267	5,478.00	Printed	01		DAVE NIEMEYER (100738/1)
3005-285268	50.40	Printed	01		FRRPD (100707/1)
3005-285269	58,114.14	Printed	01		GAYNOR TELESYSTEMS (100233/1)
3005-285270	1,525.53	Printed	01		J C NELSON SUPPLY CO (100275/1)
3005-285271	4,141.35	Printed	01		Lakeview Petroleum Co. (100304/3)
3005-285272	62.68	Printed	01		MACS MARKET (100318/1)
3005-285273	304.05	Printed	01		NEFF (100348/3)
3005-285274	1,179.87	Printed	13		PRO PACIFIC FRESH (100376/1)
3005-285275	22,126.12	Printed	01		Project Wayfinder, Inc. (100855/1)
3005-285276	1,309.07	Printed	01		RECOLOGY BUTTE COLUSA (100384/1)
3005-285277	508.75	Printed	01		STLR dba Ryland (100804/1)
3005-285278	5,783.86	Printed	13		SFS OF SACRAMENTO, INC (100443/2)
3005-285279	16,800.00	Printed	01		TEHAMA CO DEPT OF EDUCATION (100444/1)
3005-285280	459.97	Printed	01		TPX COMMUNICATIONS (100764/1)
3005-285281	199.32	Printed	01		VERIZON WIRELESS (100467/1)

Number	Amount Status	Fund	Cancel Register Id	Payee
--------	---------------	------	--------------------	-------

176,741.66 Number of Items 32 Totals for Register 000476

2024 FUND-OBJ Expense Summary / Register 000476

01-3701	5,478.00	
01-4300	3,178.48	
01-4303	4,141.35	
01-4400	3,566.66	
01-5504	1,309.07	
01-5606	20.00	
01-5800	41,461.62	
01-5807	141.00	
01-5900	6,487.92	
01-6200	100,111.48	
01-9110*		165,895.58-
Totals for Fund 01	165,895.58	165,895.58-
13-4300	250.37	
13-4700	10,595.71	
13-9110*		10,846.08-
Totals for Fund 13	10,846.08	10,846.08-
Totals for Register 000476	176,741.66	176,741.66-

* denotes System Generated entry

Net Change to Cash 9110 176,741.66- Credit

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-285625	25.00	Printed	01		ALEXIS WROTEN (ALEXIS WROT - Payee)
3005-285626	25.00	Printed	01		ALLYSON WILLIAMS (ALLYSON WIL - Payee)
3005-285627	300.00	Printed	73		JARED MUNANUI (JARED MUNAN - Payee)
3005-285628	25.00	Printed	01		RILEY HARRISON (RILEY HARRI - Payee)
3005-285629	30.00	Printed	01		TARA WEST (TARA WEST - Payee)
3005-285630	237.74	Printed	01		Morch, Casey Y (001100 - Emp)
3005-285631	641.59	Printed	01		Green, Melissa D (001230 - Emp)
3005-285632	145.00	Printed	01		Landers, Beverly (001468 - Emp)
3005-285633	13,648.47	Printed	01		95 Percent HoldCo LP (100875/1)
3005-285634	303.36	Printed	01		A Z Bus Sales Inc (100057/4)
3005-285635	344.01	Printed	01		ALHAMBRA SIERRA SPRINGS (100070/1)
3005-285636	64.06	Printed	01		BUTTE AUTO PARTS (100115/1)
3005-285637	169.86	Printed	01		CINTAS CORPORATION NO. 2 (100749/1)
3005-285638	5,955.34	Printed	01		CITY OF BIGGS (100164/1)
3005-285639	1,246.00	Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-285640	90.60	Printed	01		MINASIAN MEITH ET AL (100335/1)
3005-285641	210.00	Printed	01		North State Water System (100827/1)
3005-285642	8,516.23	Printed	01		PG&E (100369/1)
3005-285643	110.36	Printed	01		Pitney Bowes Inc (100371/2)
3005-285644	140.44	Printed	01		Super Duper Inc. (100803/1)
3005-285645	67.82	Printed	01		Pape' Machinery, Inc. (100836/1)

32,295.88

Number of Items

21 Totals for Register 000477

2024 FUND-OBJ Expense Summary / Register 000477

01-4200	145.00
01-4300	14,631.75
01-5200	641.59
01-5502	5,955.34
01-5503	8,516.23
01-5800	629.01
01-5802	90.60
01-5807	30.00
01-5901	110.36

2024 FUND-OBJ Expense Summary / Register 000477 (continued)

01-9110*		30,749.88-
Totals for Fund 01	30,749.88	30,749.88-
13-4700	1,246.00	
13-9110*		1,246.00-
Totals for Fund 13	1,246.00	1,246.00-
73-5800	300.00	
73-9110*		300.00-
Totals for Fund 73	300.00	300.00-
Totals for Register 000477	32,295.88	32,295.88-

* denotes System Generated entry

Net Change to Cash 9110 32,295.88- Credit

Register 000478 - 03/26/2024

Bank Account COUNTY - US Bank

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-285915	2,482.60 Printed	01		Callenstitch, LLC Corporate Casuals (100838/1)
3005-285916	256.79 Printed	01		GOLD COUNTRY BANK CARD SERVICE CENTER (100235/1)

2,739.39 Number of Items 2 Totals for Register 000478

2024 FUND-OBJ Expense Summary / Register 000478		
01-4300	2,739.39	
01-9110*		2,739.39-
Totals for Register 000478	2,739.39	2,739.39-

* denotes System Generated entry

Net Change to Cash 9110 2,739.39- Credit

Page Intentionally Left Blank

2024 FUND-OBJ Expense Summary / Register 000478 (continued)

258,851.91

Number of Items

77 Totals for Org 006 - Biggs Unified School District

RESOLUTION NO. 2023-2024 #07 (April 10, 2024, Regular Meeting)
A RESOLUTION OF THE GOVERNING BOARD OF THE
BIGGS UNIFIED SCHOOL DISTRICT
INCREASING SCHOOL FACILITIES FEES AS AUTHORIZED BY
GOVERNMENT CODE SECTION 65995 (b) 3

WHEREAS, Statute AB 2926 (Chapter 887/Statutes of 1986) authorizes the governing board of any school district to levy a fee, charge, dedication or other form of requirement against any development project for the reconstruction of school facilities; and,

WHEREAS, Government Code Section 65995 establishes a maximum amount of fee that may be charged against such development projects and authorizes the maximum amount set forth in said section to be adjusted for inflation every two years as set forth in the state-wide cost index for Class B construction as determined by the State Allocation Board at its January meeting; and,

WHEREAS, at its January 24, 2024, meeting, the State Allocation Board approved the maximum fee authorized by Education Code Section 17620 to \$5.17 per square foot of residential construction described in Government Code Section 65995(b)(1) and \$0.84 per square foot against commercial/industrial construction described in Government Code Section 65995(b)(2); and,

WHEREAS, the purpose of this Resolution is to approve and adopt fees on residential projects in the amount of \$5.17 per square foot as authorized by Education Code Section 17620; and,

WHEREAS, the purpose of this Resolution is to approve and adopt fees on commercial/industrial development projects in the amount of \$0.84 per square foot as described in Government Code Section 65995(b)(2). The Level I calculations justify a commercial/industrial fee ranging from \$0.03 to \$2.71 per square foot of construction, dependent on the category of construction. Therefore, the District is justified to collect from \$0.03 to \$0.84 per square foot of commercial/industrial construction, depending on the category of construction.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Governing Board of the Biggs Unified School District as follows:

1. Procedure. This Board hereby finds that prior to the adoption of this Resolution, the Board conducted a public hearing at which oral and written presentations were made, as part of the Board's regularly scheduled April 10, 2024, meeting. Notice of the time and place of the meeting, including a general explanation of the matter to be considered, has been published twice in a newspaper in accordance with Government Code Section 66016, and a notice, including a statement that the data required by Government Code Section 66016 was available, was mailed at least 14 days prior to the meeting to any interested party who had filed a written request with the District for mailed notice of the meeting on new fees or service charges within the period specified by law. Additionally, at least 10 days prior to the meeting, the District made available to the public, data indicating the amount of the cost, or estimated cost, required to provide the service for which the fee or service charge is to be adjusted pursuant to this Resolution, and the revenue sources anticipated to provide this service. By way of such public meeting, the Board received oral and written presentations by District staff which are summarized and contained in the District's Developer Fee Implementation Study dated March 18, 2024 (hereinafter referred to as the "Plan") and which formed the basis for the action taken pursuant to this Resolution.
2. Findings. The Board has reviewed the Plan as it relates to proposed and potential development, the resulting school facilities needs, the cost thereof, and the available sources of revenue including the fees provided by this Resolution, and based thereon and upon all other written and oral presentations to the Board, hereby makes the following findings:

- A. Additional development projects within the District, whether new residential construction or residential reconstruction involving increases in assessable area greater than 500 square feet, or new commercial or industrial construction will increase the need for reconstruction of school facilities.
- B. Without reconstruction of present school facilities, any further residential development projects or commercial or industrial development projects within the District will result in a significant decrease in the quality of education presently offered by the District;
- C. The fees proposed in the Plan and the fees implemented pursuant to this Resolution are for the purposes of providing adequate school facilities to maintain the quality of education offered by the District;
- D. The fees proposed in the Plan and implemented pursuant to this Resolution will be used for the reconstruction of school facilities as identified in the Plan;
- E. The uses of the fees proposed in the Plan and implemented pursuant to this Resolution are reasonably related to the types of development projects on which the fees are imposed;
- F. The fees proposed in the Plan and implemented pursuant to this Resolution bear a reasonable relationship to the need for reconstructed school facilities created by the types of development projects on which the fees are imposed;
- G. The fees proposed in the Plan and implemented pursuant to this Resolution do not exceed the estimated amount required to provide funding for the reconstruction of school facilities for which the fees are levied; and in making this finding, the Board declares that it has considered the availability of revenue sources anticipated to provide such facilities, including general fund revenues;
- H. The fees imposed on commercial or industrial development bear a reasonable relationship and are limited to the needs of the community for schools and are reasonably related and limited to the need for reconstructed school facilities caused by the development;
- I. The fees will be collected for school facilities for which an account has been established and funds appropriated and for which the district has adopted a reconstruction schedule and/or to reimburse the District for expenditures previously made.

3. Fee. Based upon the foregoing findings, the Board hereby increases the previously levied fee to the amount of \$5.17 per square foot for assessable space for new residential construction and for residential reconstruction to the extent of the resulting increase in assessable areas; and to the amount of \$0.84 per square foot for new commercial or industrial construction. The Level I calculations justify a commercial/industrial fee ranging from \$0.03 to \$2.71 per square foot of construction, dependent on the category of construction. Therefore, the District is justified to collect from \$0.03 to \$0.84 per square foot of commercial/industrial construction, depending on the category of construction.

4. Fee Adjustments and Limitation. The fees adjusted herewith shall be subject to the following:

- A. The amount of the District's fees as authorized by Education Code Section 17620 shall be reviewed every two years to determine if a fee increase according to the adjustment for inflation set forth in the statewide cost index for Class B construction as determined by the State Allocation Board is justified.
- B. Any development project for which a final map was approved, and construction had commenced on or before September 1, 1986, is subject only to the fee, charge, dedication or other form of requirement in existence on that date and applicable to the project.

C. The term "development project" as used herein is as defined by Section 65928 of the Government Code.

5. Additional Mitigation Methods. The policies set forth in this Resolution are not exclusive and the Board reserves the authority to undertake other or additional methods to finance school facilities including but not limited to the Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311, et seq.) and such other funding mechanisms. This Board reserves the authority to substitute the dedication of land or other property or other form of requirement in lieu of the fees levied by way of this Resolution at its discretion, so long as the reasonable value of land to be dedicated does not exceed the maximum fee amounts contained herein or modified pursuant hereto.
6. Implementation. For residential and commercial/industrial projects within the District, the Superintendent, or the Superintendent's designee, is authorized to issue Certificates of Compliance upon the payment of any fee levied under the authority of this Resolution.
7. California Environmental Quality Act. The Board hereby finds that the implementation of Developer Fees is exempt from the California Environmental Quality Act (CEQA).
8. Commencement Date. The effective date of this Resolution shall be June 9, 2024, which is 60 days following its adoption by the Board.
9. Notification of Local Agencies. The Secretary of the Board is hereby directed to forward copies of this Resolution and a Map of the District to the Planning Commission and Board of Supervisors of Butte County and to the Planning Commission and City Council of the City of Biggs.
10. Severability. If any portion of this Resolution is found by a Court of competent jurisdiction to be invalid, such finding shall not affect the validity of the remaining portions of this Resolution. The Board hereby declares its intent to adopt this Resolution irrespective of the fact that one or more of its provisions may be declared invalid subsequent hereto.

APPROVED, PASSED and ADOPTED by the Governing Board of the Biggs Unified School District this 10th day of April, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Governing Board
Biggs Unified School District

ATTEST:

Secretary, Governing Board
Biggs Unified School District

BIGGS UNIFIED SCHOOL DISTRICT

April 10, 2024

Item Number: 15 B

Item Title: Renewal Services- Ramsey Education

Presenter: Doug Kaelin, Superintendent

Attachments: Q-60106-1

Item Type: Consent Agenda Action Report Work Session Public Hearing

Background/Comments:

Continuous purchase Get Focused curriculum for high school students' goal setting and career exploration as part of the District LCAP goals.

Fiscal Impact:

An estimated total of \$11,258 will be taken from LCAP funds.

Recommendation:

The Administration recommends the Board approve the renewal purchase of the Ramsey Education Service Site Licenses as presented.

RAMSEY EDUCATION

Quotation

Ramsey Solutions

Remit To: The Lampo Group, LLC | Attn: Ramsey Education
| 1011 Reams Fleming Blvd. | Franklin TN 37064

Quote #:
Date:
Expires On:

Q-60106-1
3/25/2024 3:21 PM
4/24/2024

Prepared by: Devin Bell
Phone: (615) 850-3584
Email: devin.bell@daveramsey.com

Ship To
Biggs High School
300 B ST
BIGGS, California 95917
United States

Bill To
Biggs High School
3046 2ND ST
BIGGS, California 95917
United States

Product Name	Item #	QTY	Unit Price	Line Total
4th Ed. Unlimited Digital Seats (Site License)	FIPFHS4STELIC	1	\$10,497.00	\$10,497.00
TOTAL:				\$10,497.00

Quote Term Length: 36 Months

TO ORDER:

Please send Purchase Order to devin.bell@daveramsey.com. To pay by phone or secure payment link, please call (615) 850-3584.
Send Tax Exempt Certificate to devin.bell@daveramsey.com.

Please contact the Ramsey Education Solutions Team at 800.781.8914 if you have any questions about these materials once they arrive.

Sales Tax will be added to your invoice unless we receive a current tax exempt certificate with your order.



MEMORANDUM OF UNDERSTANDING BETWEEN
Butte COE and Biggs Unified School District
Math Lesson Study Team Year 1: 2024-2025

This Memorandum of Understanding (MOU) is entered into between the **Butte COE** and **BUSD** dated **TBD**.

I. RECITALS:

- A. The purpose of this MOU is to detail the roles and responsibilities of **Butte COE** and **BUSD** for participation in the Learning Acceleration Systems Grant - Rural Math Collaborative Project (the RMC) funded by California Collaboration of Educational Excellence (CCEE).
- B. As part of the RMC, **BUSD** will work to support up to two “Facilitators in Training” that are participating in the lesson study cycle for the year of **2024-2025**. The grant coordinator in cooperation with **BUSD** has developed an Implementation Lesson Study Team Plan, (Attachment A), that highlights the scope of work, the design of the team, and estimated costs.
- C. **Butte COE** will award up to \$10,000 for the **BUSD** Lesson Study team for the fiscal year ending **June 30, 2025**. These funds will be held by **Butte COE** and the district may invoice quarterly for expenses as described on the lesson study team plan.
- D. One structured element of lesson study is to have two outside Commentators, those costs are covered by this Grant within this contracted year.

- II. TERM:** The effective date of this Agreement is **TBD** dependent on grant funding. This Agreement will be in effect until **June 30, 2025**. The terms of this Agreement shall remain in force unless mutually amended. Either party may terminate this Agreement upon written notice no later than thirty (30) days prior to the effective date.

III. SCOPE OF WORK:

A. Butte COE shall:

- a. Collaborate and design the **BUSD** Lesson Study Team Implementation Plan
- b. Convene and organize professional development, meetings, conference calls, and other activities (as necessary) with **BUSD** and other stakeholders for the purpose of **BUSD** development and implementation of **TK-5** Lesson Study cycle
- c. Provide lesson study commentators in support of each lesson study team’s lesson study study, plan, test, reflect cycle



B. LEA shall:

- a. Ensure that the Facilitators in Training follow the Facilitator in Training Scope of Work (Attachment B) [Facilitator Scope of Work 2024/2025](#)
- b. Provide data for the quarterly data collection process and quarterly progress reports on the team's lesson study cycle progress
- c. Work collaboratively to support the Public Lesson

IV. FISCAL/Budgeted Agreements:

A. Butte County Office of Education shall:

Distribute funds (not to exceed 10,000/team determined by the Implementation Plan) for successful performance of the MOU based on program and expenditure reports as outlined in the budget submitted. NOT TO EXCEED 10,000 total for the (2024-2025) funding cycle.

B. BUSD shall:

- i. Remit quarterly invoices to **Butte COE designated Fiscal Agent:**
Invoice must include the following details: Req Number, Title, and description of expenses

C. Indirect costs are not an allowable reimbursable expense per grant guidelines. There is no yearly rollover allowed.

Note: If the required program activities are not completed or if there is a lack of participation in meetings, funding for the Agency could be reduced or withdrawn. The agency shall submit quarterly invoices and reports to **Butte COE by the fifth of the month following the end of each quarter. Quarterly invoices and reports should itemize the services completed and supplies needed in the last quarter (i.e. attended quarterly PLNs, participated in lesson study cycle meetings, etc.)*

- **Quarter 1 Period: July 1 - September 30:** Due by October 5
- **Quarter 2 Period: October 1 - December 31:** Due by January 5
- **Quarter 3 Period: January 1 - March 31:** Due by April 5
- **Quarter 4 Period: April 1 - June 30:** Due by July 5



V. GENERAL TERMS:

1) **Indemnification**

BUSD shall hereby indemnify, defend, and hold harmless **Butte COE**, and **Butte COE's** officers, employees, agents and representatives from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities and damages, including, without limitation, interest, penalties, and reasonable attorney fees and costs, that **Butte COE** may incur or suffer and that rise from, or are related to any breach or failure of District to perform any of the representations, warranties and agreements contained in this Agreement.

2) **California Law**

This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in **Butte County**, California.

3) **Rules and Regulations**

All rules and regulations of each party's Governing Board and all federal, state, and local laws, ordinances and regulations are to be observed strictly by staff members providing services pursuant to this Agreement.

4) **Notice**

Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required.

5) **Entire Agreement of Parties**

This Agreement may be amended or modified only by a written instrument by both parties. Any changes to this MOU must be agreed to in writing by all parties. Should changes in legislation or the State budget occur that necessitate revision of this MOU, the parties shall meet to revise accordingly.

6) **Termination of the Agreement**

Any party may terminate this MOU at any time by giving 60 days prior written notice to the other parties. In the event of a material breach of this MOU, an aggrieved party may terminate this MOU by giving a 15-day written notice to cure. If the grievance is not cured within that time period, the aggrieved party may terminate the agreement in writing immediately.

This MOU is contingent upon **Butte COE's** receipt of funding from Lake COE and may be terminated or modified immediately upon Butte COEs receipt of notification that Lake COE intends to reduce or eliminate such funding.



7) **Audit**

Butte COE or its agent shall have the right to review and to copy any records and supporting documents pertaining to the performance of this MOU. Butte County Office of Education agrees to maintain such records for a minimum of five years.

8) **Ownership of Materials**

Any and all products developed prior to the Grant remain property of the respective Butte COE. Materials developed during the Grant are the property of California Collaborative for Ed. Excellence

9) **Independent Agents**

This MOU is by and between independent agents and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents. BUSD employees shall have no rights to **Butte COE** employee benefits, including pension, retirement, health and welfare, and any other similar benefits as a result of this Agreement.

10) **Nondiscrimination**

Any service provided by the parties pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, immigration status, 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.

11) **Insurance**

All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such a requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.

12) **Execution of Agreement**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.



SIGNATURES:

BUSD Superintendent
School District

Date

Superintendent of Schools
Butte County Office of Education

Date

Year	Budget	Actuals		
RMC Lesson Study Team Grant Funds Plan		\$10,000.00		
Materials Costs: (ie, Books)	\$1,060.00			
Travel Costs (Institute/Summer PDs)	\$1,950.00			
Facilitators in Training Release time	\$1,600.00			
Teacher incentives (Classroom materials/supplies)	\$2,850.00			
Facilitator in training incentive (classroom materials/supplies)	\$2,505.00			
	Total Expenses	Total unused		
<Not to exceed \$10,000>	\$9,965.00	\$10,000.00		
Link to Lesson Study Work Plan Doc				
Sub cost, teacher and facilitator incentive may be invoiced to COE PO#:				
COE Contacts:				
Name	Email			
(Implementation Specialist & Lead Facilitator)	Erica Gorden	egorden@bcoe.org		
(Director)	Jeanette Spencer	jspencer@bcoe.org		
(Administrative Assisant)	Melissa Dolan	mdolan@bcoe.org		
(Budget Analyst)	Michelle Sanchez	msanchez@bcoe.org		
BUSD Contacts:				
Name	Email			
(Facilitator in Training)	Hollie Byers	hbyers@biggs.org		66 Hasting Ave, Biggs Ca 95917
Facilitator in Training)	TBD-new teacher			
(District - Chief Business Officer)	(District - Chief Business Officer)	Analyn Dyer	adyer@biggs.org	
List of Teachers				
Name	Grade Level	Email		



MEMORANDUM OF UNDERSTANDING BETWEEN
Butte COE and Biggs Unified School District
Math Coaching Team Year 1: 2024-2025

This Memorandum of Understanding (MOU) is entered into between the **Butte COE** and **BUSD**) dated **TBD**.

I. RECITALS:

- A. The purpose of this MOU is to detail the roles and responsibilities of **Butte COE** and **BUSD** for participation in the Learning Acceleration Systems Grant - Rural Math Collaborative Project (the RMC) funded by California Collaboration of Educational Excellence (CCEE).
- B. As part of the RMC, will work to support a team of coaches that are participating in the impact cycle for the year of 2024-2025. The grant coordinator in cooperation with **BUSD** has developed an Implementation Coaching Team Plan, (Attachment A), that highlights the scope of work, the design of the team, and estimated costs.
- C. **Butte COE** will award up to \$2,000 for the **BUSD** coaching team for the fiscal year ending **June 30, 2025**. These funds will be held by **Butte COE** and the district may invoice quarterly for expenses as described on the Coaching team plan.

- II. TERM:** The effective date of this Agreement is TBD dependent on grant funding. This Agreement will be in effect until **June 30, 2025**. The terms of this Agreement shall remain in force unless mutually amended. Either party may terminate this Agreement upon written notice no later than thirty (30) days prior to the effective date.

III. SCOPE OF WORK:

A. Butte COE shall:

- a. Collaborate and design the **BUSD** Coaching Team Implementation Plan
- b. Convene and organize professional development, meetings, conference calls, and other activities (as necessary) with **BUSD** and other stakeholders for the purpose of **BUSD** development and implementation of an impact cycle in mathematics.



B. LEA shall:

- a. Ensure that the Coach(es) follow the Instructional Coaching Scope of Work (Attachment B)
☒ Instructional Coach Scope of Work 2024/2025
- b. Provide data for the quarterly data collection process and quarterly progress reports on the team's impact cycle progress
- c. Work collaboratively to support the coaching capacity development

IV. FISCAL/Budgeted Agreements:

A. Butte County Office of Education shall:

Distribute funds (not to exceed 2,000/team determined by the Implementation Plan) for successful performance of the MOU based on program and expenditure reports as outlined in the budget submitted. NOT TO EXCEED 2,000 total for the (2024-2025) funding cycle.

B. BUSD shall:

- i. Remit quarterly invoices to **Butte COE designated Fiscal Agent:**
Invoice must include the following details: Req Number, Title, and description of expenses

C. Indirect costs are not an allowable reimbursable expense per grant guidelines. There is no yearly rollover allowed.

**Note: If the required program activities are not completed or if there is a lack of participation in meetings, funding for the Agency could be reduced or withdrawn. The agency shall submit quarterly invoices and reports to Butte COE by the fifth of the month following the end of each quarter. Quarterly invoices and reports should itemize the services completed and supplies needed in the last quarter (i.e. attended quarterly PLNs, participated in lesson study cycle meetings, etc.)*

- **Quarter 1 Period: July 1 - September 30:** Due by October 5
- **Quarter 2 Period: October 1 - December 31:** Due by January 5
- **Quarter 3 Period: January 1 - March 31:** Due by April 5
- **Quarter 4 Period: April 1 - June 30:** Due by July 5



V. GENERAL TERMS:

1) **Indemnification**

BUSD shall hereby indemnify, defend, and hold harmless **Butte COE**, and **Butte COE's** officers, employees, agents and representatives from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities and damages, including, without limitation, interest, penalties, and reasonable attorney fees and costs, that **Butte COE** may incur or suffer and that rise from, or are related to any breach or failure of District to perform any of the representations, warranties and agreements contained in this Agreement.

2) **California Law**

This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in **Butte County**, California.

3) **Rules and Regulations**

All rules and regulations of each party's Governing Board and all federal, state, and local laws, ordinances and regulations are to be observed strictly by staff members providing services pursuant to this Agreement.

4) **Notice**

Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required.

5) **Entire Agreement of Parties**

This Agreement may be amended or modified only by a written instrument by both parties. Any changes to this MOU must be agreed to in writing by all parties. Should changes in legislation or the State budget occur that necessitate revision of this MOU, the parties shall meet to revise accordingly.

6) **Termination of the Agreement**

Any party may terminate this MOU at any time by giving 60 days prior written notice to the other parties. In the event of a material breach of this MOU, an aggrieved party may terminate this MOU by giving a 15-day written notice to cure. If the grievance is not cured within that time period, the aggrieved party may terminate the agreement in writing immediately.

This MOU is contingent upon **Butte COE's** receipt of funding from Lake COE and may be terminated or modified immediately upon Butte COEs receipt of notification that Lake COE intends to reduce or eliminate such funding.



7) **Audit**

Butte COE or its agent shall have the right to review and to copy any records and supporting documents pertaining to the performance of this MOU. Butte County Office of Education agrees to maintain such records for a minimum of five years.

8) **Ownership of Materials**

Any and all products developed prior to the Grant remain property of the respective COE. Materials developed during the Grant are the property of California Collaborative for Ed. Excellence.

9) **Independent Agents**

This MOU is by and between independent agents and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents. BUSD employees shall have no rights to **Butte COE** employee benefits, including pension, retirement, health and welfare, and any other similar benefits as a result of this Agreement.

10) **Nondiscrimination**

Any service provided by the parties pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, immigration status, 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.

11) **Insurance**

All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such a requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.

12) **Execution of Agreement**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.



SIGNATURES:

**BUSD Superintendent
School District**

Date

**Superintendent of Schools
Butte County Office of Education**

Date

Considerations	[Biggs Elementary]
"Facilitators in Training"	[Hollie Byers (Teacher) TBD (Teacher-new hire)] Facilitator in Training Scope of Work
Teacher innovators	1st/2nd Grade: Rebecca Christy 3rd grade: Caleb Johnson TK-5th Teachers: Building Thinking Classrooms (BTC) book study-TBD
Lesson Study Cycle Meeting Times and Structure	[In person during early release, last Wednesday of the month for 90 mins: estimated +/- fifteen 1.5 hour meetings (Butte COE Implementation Specialist, "Facilitators in training" and participating teachers). Structure (in person/ video) of final lesson and times for lesson observations, team debriefs and final commentary TBD by team.
RMC Lesson Study Budget Workbook/ MOU	RMC Lesson Study (LS) Grant Funds Plan: Budget Worksheet MOU
"Facilitator in Training" Incentives	\$1000 Incentive for each "Facilitator in Training" + 25.22% for STRS/taxes= \$1252.22x2=2504.44 for commitment to scope of the work
Estimated Expenditures for RMC Lesson Study Institute	Rural Math Collaborative Lesson Study Institute, Redding, CA: June 12-14, 2024 <ul style="list-style-type: none"> • Prepayment needed from BUSD to pay/reimburse "Facilitators in Training": <ul style="list-style-type: none"> ○ Mileage reimbursement estimated cost: [\$125.00x2 teachers=\$250] ○ Meal allowance (dinner \$25) estimated cost: [2 dinners @ \$25=\$50 \$50x2 teachers=\$100] (Lodging, breakfast and lunches provided at the Institute-no associated costs)
Release Time: (PLNs, collaboration/work specific to lesson study)	Substitute for Facilitator 1 (Hollie Byers)- 4 days Substitute for Facilitator 2 (Teacher TBD)- 4 days
Summer Professional Development Expenditures	Professional Development opportunities occurring in summer of 2024 relevant to lesson study that support building understanding of mathematical shifts and best practices will be offered to teachers, on a voluntary basis. Only registration fees and travel expense costs will be paid/reimbursed to team members choosing to participate and register for PDs offered. Prepayment is needed from BUSD to pay/reimburse team members volunteering to attend : <ul style="list-style-type: none"> • Building Thinking Classrooms Workshop, Sacramento, CA: June 10 - 14, 2024 Registration and specific details are available here. (Prepayment needed from BUSD) <ul style="list-style-type: none"> Estimated costs for 1 participant:(Chico to SCOE) <ul style="list-style-type: none"> ○ Registration fee to Sacramento COE: \$125 ○ Lodging: \$1000 ○ Mileage reimbursement estimated cost: \$140.00 ○ Meal allowance (dinner \$25) estimated cost: \$25.00x4 dinners=\$100 (Workshop includes Breakfast and Lunch) • Chico Math Project Leadership Academy, Chico CA: June 17-18 (Mon/Tues) and June 24-27 (Mon-Thurs of 2024). An overview and the application for the academy can be found here .(Prepayment needed from BUSD) <ul style="list-style-type: none"> Estimated costs for 1 participant:(Biggs to Chico)

	<ul style="list-style-type: none"> ○ Mileage reimbursement estimated cost: \$225 ○ No additional associated costs
Teacher Incentives	<p>Incentives for participating in the 2024-25 Lesson Study work:</p> <p>Lesson Study Teacher Innovators: Mathematics Classroom Materials/Supplies</p> <ul style="list-style-type: none"> ● \$1550 to be divided evenly by number of participants <p>Teacher Book Study Participants: BTC Classroom Materials/ Supplies</p> <ul style="list-style-type: none"> ● \$1300 to be divided evenly by number of participants
Materials/Supplies	<ul style="list-style-type: none"> <input type="checkbox"/> Book: <i>Building Thinking Classrooms in Mathematics, Grades K-12: 14 Teaching Practices for Enhancing Learning</i> by Peter Liljedahls (12) copies at \$39.95 estimated total cost: [\$500] <input type="checkbox"/> Book: <i>Mathematics Tasks for the Thinking Classrooms</i> by Peter Liljedahls [2] copies at \$52.95 estimated total cost: [\$110] <input type="checkbox"/> 3 sets of Wipebooks at \$149.99 estimated total cost: [\$450]
Schedule Meeting Times with Implementation Specialist	<ul style="list-style-type: none"> ● Lesson Study Institute: June 12-14, 2024 ● Meeting with implementation specialist (monthly-TBD) ● Quarterly Virtual PLNs/Specific RMC work
RMC Facilitator Institute Dates & location	[June 12-14, Redding]
Long Term Vision	<p>Focus will be to improve teacher self-efficacy in mathematics, as well as addressing student engagement, culture of learning, equity, student agency, student thinking, high quality student discourse, and depth of knowledge through understanding big ideas, mathematical shifts, routine practices and how Building Thinking Classrooms can support students with math. The Lesson Study model will support with establishing norms for teacher collaboration, observation and conversations around student learning and promote a growth mindset in mathematics. The goal is to continue to integrate math lesson study into the PLC cycles using one Wednesday early release time.]</p>

Guidesheet 03.2024: March 2024 Update Packet 

Status: ADOPTED

Original Adopted Date: 03/15/2024 | Last Reviewed Date: 03/15/2024

CSBA POLICY GUIDESHEET

March 2024

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 0450 - Comprehensive Safety Plan

Policy updated to reference **NEW LAW (SB 323, 2023)** which (1) authorizes a school employee, a student's parent/guardian or educational rights holder, or a student, at specified times, to bring concerns about an individual student's ability to access disaster safety procedures described in the comprehensive safety plan to the principal, and if there is merit to the concern requires the principal to make appropriate modifications, and (2) requires comprehensive safety plans to include adaptations for students with disabilities in accordance with the federal Individuals with Disabilities Education Act and section 504 of the federal Rehabilitation Act of 1973. Additionally, policy updated to clarify that portions of the comprehensive safety plan that include tactical response to criminal incidents are not required to, but may be, publicly disclosed.

Administrative Regulation 0450 - Comprehensive Safety Plan

Regulation updated to clarify that written notifications to specified persons and entities are required when those persons or entities are available and to reflect **NEW LAW (SB 323, 2023)** which (1) authorizes a school employee, a student's parent/guardian or educational rights holder, or a student, at specified times, to bring concerns about an individual student's ability to access disaster safety procedures described in the comprehensive safety plan to the principal, and if there is merit to the concern requires the principal to make appropriate modifications, and (2) requires comprehensive safety plans to include adaptations for students with disabilities in accordance with the federal Individuals with Disabilities Education Act and section 504 of the federal Rehabilitation Act of 1973. Additionally, regulation updated to reflect **NEW LAW (SB 671, 2023)** which requires a district's comprehensive safety plan to include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, an activity sponsored by the school, or on a school bus serving the school. In addition, regulation updated to reflect **NEW LAW (SB 10, 2023)** which requires schools that serve students in any of grades 7-12 to include in their comprehensive safety plans a protocol in the event a student is suffering or reasonably believed to be suffering from an opioid overdose. Regulation also updated to reference **NEW LAW (AB 1023, 2023)** which provides schools increased cybersecurity support.

Delete - Board Policy 0470 - COVID-19 Mitigation Plan

Policy deleted as unnecessary due to expiration of COVID-19 public health emergency declaration, with relevant concepts incorporated into other policies.

Board Policy 3516 - Emergency and Disaster Preparedness Plan

Policy updated to reflect **NEW LAW (SB 323, 2023)** which requires school emergency and disaster preparedness plans to include adaptations for students with disabilities in accordance with the federal Individuals with Disabilities Education Act and section 504 of the federal Rehabilitation Act of 1973.

Administrative Regulation 3516 - Emergency and Disaster Preparedness Plan

Regulation updated to include an attack or threat of attack to the district's digital network and technology infrastructure to the list of emergencies and disasters that the district and/or school site plans should cover, and routine monitoring of such technology as part of the district's strategies and actions for prevention/mitigation, preparedness, response, and recovery. Additionally, regulation updated to reference **NEW LAW (AB 1023, 2023)** which provides schools increased cybersecurity support, include automatic dialing devices as a form of communication during an emergency, and expand the list of critical information that would be needed in an emergency.

Board Policy 3550 - Food Service/Child Nutrition Program

Policy updated to reflect **NEW LAW (SB 348, 2023)** which (1) clarifies that districts are required to make available, during each school day and free of charge, one nutritionally adequate breakfast and one nutritionally adequate lunch to any student who requests a meal, including a student enrolled in an independent study

program as specified, regardless of the student's eligibility for a federally funded free or reduced-price meal, (2) defines a "nutritionally adequate breakfast and lunch," and (3) requires that students be provided with adequate time to eat. Additionally, policy updated to reflect **NEW LAW (AB 95, 2023)** which clarifies that districts may sell a nutritiously adequate meal that qualifies for federal reimbursement to a student after a free meal has been provided. In addition, policy updated to reflect **NEW LAW (SB 114, 2023)** which establishes school food best practices such as serving freshly prepared onsite meals using minimally processed, locally grown, and sustainable food, giving priority to California-grown or produced foods, and increasing plant-based or restricted diet food options for students. Policy updated to reflect California Department of Food and Agriculture guidance about school gardens.

Administrative Regulation 3550 - Food Service/Child Nutrition Program

Regulation updated for clarity and alignment with the accompanying Board Policy, with references to outdated material deleted.

Board Policy 3551 - Food Service Operations/Cafeteria Fund

Policy updated to reflect **NEW LAW (SB 348, 2023)** which clarifies that (1) the establishment of a cafeteria fund does not preclude the district from using other funds for the purpose of purchasing school meals, and (2) districts are required to make available, during each school day and free of charge, one nutritionally adequate breakfast and one nutritionally adequate lunch to any student who requests a meal, including a student enrolled in an independent study program as specified, regardless of the student's eligibility for a federally funded free or reduced-price meal. Additionally, policy updated to reflect **NEW LAW (AB 95, 2023)** which clarifies that districts may sell a nutritiously adequate meal that qualifies for federal reimbursement to a student after a free meal has been provided and **NEW LAW (SB 114, 2023)** which establishes school food best practices such as giving priority to using California-grown or produced, sustainably grown, or whole or minimally processed foods, increasing plant-based or restricted diet food options for students, and preparing fresh meals onsite.

Administrative Regulation 3551 - Food Service Operations/Cafeteria Fund

Regulation updated for clarity and alignment with the accompanying Board Policy, with references to outdated material deleted.

Board Policy 3553 - Free and Reduced Price Meals

Policy updated to reflect **NEW LAW (SB 348, 2023)** which clarifies that districts are required to make available, during each school day and free of charge, one nutritionally adequate breakfast and one nutritionally adequate lunch to any student who requests a meal, regardless of the student's eligibility for a federally funded free or reduced-price meal, and **NEW LAW (AB 95, 2023)** which clarifies that districts may sell a nutritiously adequate meal that qualifies for federal reimbursement to a student after a free meal has been provided. Additionally, policy updated to clarify that meals served under the school nutrition program meet district-adopted guidelines, in addition to state and federal nutrition standards. In addition, policy updated to more closely align with code language.

Administrative Regulation 3553 - Free and Reduced Price Meals

Regulation updated for clarity and alignment with the accompanying Board Policy, with references to outdated material deleted.

Board Policy 4111/4211/4311 - Recruitment and Selection

Policy updated to reflect **NEW GUIDANCE** from the California Department of Education and the Commission on Teacher Credentialing related to the benefit to students when district staff reflects the racial, ethnic, linguistic and cultural diversity of the district, and when the district's recruitment and selection process seeks to establish and maintain a diverse staff. Additionally, policy updated to include that the pay scale for an open position be included in the job posting. In addition, policy updated to include that discrimination against a person in hiring based on the person's use of cannabis off the job and away from the workplace is prohibited, and reflect **NEW LAW (SB 700, 2023)** which prohibits the district from requesting information from an applicant related to the applicant's prior use of cannabis, apart from the person's criminal history, unless the district is otherwise legally permitted to consider or inquire about that information. In addition, policy updated to provide that the district retains the right to maintain drug-free schools and to prohibit employees from possessing, being impaired by, or using cannabis while on the job. Policy also updated to include that, in addition to Governing Board approval and district needs, the provision of incentives to recruit teachers be in accordance with any applicable collective bargaining agreement.

Administrative Regulation 4112.5/4212.5/4312.5 - Criminal Record Check

Regulation updated to reference that discrimination against a person in hiring based on the person's use of cannabis off the job and away from the workplace is prohibited, including **NEW LAW (SB 700, 2023)** which prohibits the district from requesting information from an applicant related to the applicant's prior use of cannabis, apart from the person's criminal history, unless the district is otherwise legally permitted to consider or inquire about that information. Additionally, regulation updated for clarity.

Exhibit(1) 4112.5/4212.5/4312.5 - Criminal Record Check

Exhibit reviewed in conjunction with the update of the accompanying Administrative Regulation.

Board Policy 4118 - Dismissal/Suspension/Disciplinary Action

Policy updated to generalize the material related to the basis for disciplinary action, and reflect **NEW COURT DECISION** (Visalia Unified School District v. PERB) which held that service as a union officer constitutes protected activity under the Educational Employment Relations Act for purposes of complaints of retaliation for union activities, and that retaliation solely for engaging in protected activities is prohibited. Additionally, policy updated to amend the list of what may be considered disciplinary actions to more closely align with law, and to add new section "Compulsory Leave of Absence" for consistency with law and the accompanying administrative regulation.

Regulation 4118 - Dismissal/Suspension/Disciplinary Action

Regulation updated to reference that discrimination against a person in termination or any term or condition of employment based on the person's use of cannabis when off the job or away from the workplace is prohibited, and to clarify that proper notice is required by March 15 of the employee's second complete consecutive year of employment for the district to not rehire a probationary employee for the following school year without giving a statement of reasons. Additionally, regulation updated to delete outdated material and for clarity.

Board Policy 4140/4240/4340 - Bargaining Units

Policy updated to clarify use of "employee organization," "recognized employee organization," "exclusive representative," and "bargaining unit". Additionally, policy updated to clarify Public Employee Relations Board opinions regarding when a district may restrict the wearing of union buttons, insignia, or other pictorial or written messages by employees, when a district may limit an employee organization's ability to communicate with its members, and what constitutes "reasonable restrictions" by a district. In addition, policy updated to remove outdated material related to COVID-19, and reflect **NEW LAW (AB 243, 2023)** which extends the Safe at Home address confidentiality protection to victims of child abduction and members of their households. Policy also updated for clarity, precision, organization, and consistency.

Board Policy 4157/4257/4357 - Employee Safety

Policy updated to reference **NEW LAW (SB 553, 2023)** which requires, starting July 1, 2024, districts to establish, implement, and maintain at all times and in all work areas a workplace violence prevention plan with specified components.

Administrative Regulation 4157/4257/4357 - Employee Safety

Regulation updated to add that the Department of Industrial Relations Division of Occupational Safety and Health may prohibit entry into a place of employment when, in its opinion, the place of employment exposes employees to an imminent hazard. Additionally, regulation updated to reflect **NEW LAW (SB 553, 2023)** which requires, starting July 1, 2024, districts to (1) establish, implement, and maintain at all times and in all work areas a violence prevention plan with specified components, and (2) provide all employees with training when the plan is first established and annually thereafter. In addition, regulation updated to delete outdated information related to actions districts were required to take upon notice of potential exposure to COVID-19.

Administrative Regulation 4157.1/4257.1/4357.1 - Work-Related Injuries

Regulation updated to move material related to notice requirements for an employee who is a victim of a crime for better placement of content, and delete outdated information related to workers' compensation benefits for illness or death resulting from COVID-19.

Board Policy 4218 - Dismissal/Suspension/Disciplinary Action

Policy updated to add that the Governing Board expects all employees to serve as positive role models at school and in the community for consistency with expectations for certificated staff, generalize the material related to the basis for disciplinary action, and reflect **NEW COURT DECISION** (Visalia Unified School District v. PERB) which held that service as a union officer constitutes protected activity under the Educational Employment Relations Act for purposes of complaints of retaliation for union activities, and that retaliation solely for engaging in protected activities is prohibited. Additionally, policy updated to amend the list of what

may be considered disciplinary actions to more closely align with law, clarify that if a timely request for a hearing is submitted, a third-party hearing officer is required to conduct the hearing if the Board has delegated such authority, and to add new section "Compulsory Leave of Absence" for consistency with law and the accompanying administrative regulation.

Administrative Regulation 4218 - Dismissal/Suspension/Disciplinary Action

Regulation updated to reference that discrimination against a person in termination or any term or condition of employment based on the person's use of cannabis when off the job or away from the workplace is prohibited. Additionally, regulation updated to delete outdated material and for clarity.

Board Policy 5126 - Awards for Achievement

Policy updated to add that a budget be established for the purpose of student awards, and that no fee or other cost be charged to any student in relation to any requirements in qualifying for or receiving any district achievement awards. Additionally, policy updated to separate out the State Seal of Biliteracy material from district established awards for biliteracy, and to clarify that the Governing Board may prohibit the district committee which administers the district's scholarship and loan fund from accepting any donation under conditions it finds incompatible with the fund's intents and purposes as specified in Board Policy 3290 - Gifts, Grants and Requests.

Administrative Regulation 5126 - Awards for Achievement

Regulation updated to reflect **NEW LAW (AB 370, 2023)** which revises the criteria needed to be met for a student to be awarded the State Seal of Biliteracy, and to clarify the eligibility requirements for an English learner to be eligible for the State Seal of Biliteracy.

Board Policy 5141.21 - Administering Medication and Monitoring Health Conditions

Policy updated to reflect **NEW LAW (AB 1283, 2023)** which authorizes districts to provide emergency stock albuterol inhalers to school nurses or trained personnel who have volunteered, who may use the inhaler to provide emergency medical aid to person(s) suffering, or reasonably believed to be suffering, from respiratory distress, and **NEW LAW (AB 1722, 2023)** which authorizes districts to hire a licensed vocational nurse following Governing Board approval that a diligent search was conducted for a credentialed school nurse.

Board Policy 5144 - Discipline

Policy updated to reflect **NEW LAW (SB 291, 2023)** which, beginning with the 2024-25 school year, prohibits a school staff member from denying a student's recess unless the student's participation poses an immediate threat to the physical safety of the student or one or more of the student's peers. Additionally, policy updated to clarify that the Governing Board may, but is not required, to review approved discipline rules for consistency with Board policy and state law. In addition, policy updated to include interventions and supports to students as a priority in determining appropriate discipline.

Administrative Regulation 5144 - Discipline

Regulation updated to clarify that "junior high" and "high school students" are interpreted to mean students in grades 7-12, which affects the list of representatives for the development of site-level disciplinary rules, and that supervised suspension is one of the means of discipline that may be used when other means of correction have failed to bring about proper conduct. Additionally, regulation updated to reflect **NEW LAW (SB 10, 2023)** which expresses the legislative intent that districts use alternatives to a referral of a student to a law enforcement agency in response to an incident involving the student's misuse of an opioid to the extent that the alternative is not in conflict with any other law requiring a referral, and that a multi-tiered system of supports may be utilized, **NEW LAW (AB 1165, 2023)** which encourages districts to have a student who has been suspended, or for whom other means of correction have been implemented, for an incident of racist bullying, harassment, or intimidation, and the victim, to engage in a restorative justice practice suitable to address the needs of both of the students, engage the perpetrator in a culturally sensitive program, and to regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues, and **NEW LAW (SB 291, 2023)** which, beginning with the 2024-25 school year, prohibits a school staff member from denying a student's recess unless the student's participation poses an immediate threat to the physical safety of the student or one or more of the student's peers.

Board Policy 6115 - Ceremonies and Observances

Policy updated to add events of present day significance to the Governing Board's recognition of the importance of students celebrating events of significance, as observances which districts are required to hold by law may include current laws and rights. Additionally, policy updated to reflect that specified commemorative exercises may be required by law and include educational components.

Administrative Regulation 6115 - Ceremonies and Observances

Regulation updated to reflect **NEW LAW (AB 800, 2023)** which requires districts to observe, during the week that includes April 28, "Workplace Readiness Week" by providing high school students with specified information on their rights as workers, and, for students in grades 11 and 12, for the observances to be integrated into the regular school program consistent with the history-social science framework. Additionally, regulation updated to reflect that specified commemorative exercises may be required by law. In addition, regulation updated to add to the list of when the national flag is required to fly at half-staff to include the death of a first responder in the state who dies while serving in the line of duty.

Board Policy 6141.2 - Recognition of Religious Beliefs and Customs

Policy updated to reflect **NEW GUIDANCE** from the U.S. Department of Education regarding constitutionally protected prayer and religious expression in public schools and Appendix F of the California Department of Education's History and Social Science Framework which offers guidance and support for educators regarding the recognition of religious beliefs and customs. Additionally, policy updated to add that instruction regarding the role of religion in society be consistent with adopted instructional materials and state standards. In addition, policy updated to reflect U.S. Supreme Court decision (Kennedy v. Bremerton) which held that the employee, a football coach, did not coerce students to pray when the employee knelt at midfield after games to offer a quiet personal prayer, rejected the district's argument that any visible religious conduct by a teacher or coach amounted to impermissible coercion on students, and concluded that the coach was acting in a private capacity and not in the capacity of an employee of the district when the prayer was offered during a time when school employees were free to attend to personal matters. Policy also updated to reflect **NEW COURT DECISION** (Fellowship of Christian Athletes v. San Jose Unified School District) in which the Ninth Circuit U.S. Court of Appeals held that it would be discrimination for a district to fail to recognize a student club with religiously based leadership requirements upon a finding that multiple student clubs imposed certain requirements for membership or leadership positions- i.e., discriminated against certain students- but that the district only objected to the Fellowship of Christian Athletes' requirements because of the religious basis of the requirements.

Administrative Regulation 6141.2 - Recognition of Religious Beliefs and Customs

Regulation updated to reflect Appendix F of the California Department of Education's History and Social Science Framework which offers guidance and support for educators regarding the recognition of religious beliefs and customs.

Board Policy 6175 - Migrant Education

Policy updated to reference this group of highly mobile students as "students who are migratory" to align with language found within the Education Code and the California Department of Education's 2023-24 federal program monitoring instrument.

Administrative Regulation 6175 - Migrant Education

Regulation updated to reference this group of highly mobile students as "students who are migratory" to align with language found within the Education Code and the California Department of Education's (CDE) 2023-24 federal program monitoring instrument. Additionally, regulation updated to include that a student who is migratory may, but is not required, to be provided with programs for online instruction as a substitute for physical attendance, and to delete material related to family literacy services, as the funding and legal basis no longer exist. In addition, regulation updated to provide that for summer school programs, the number of instructional days may be decreased if there are holidays for which schools are required to be closed, that districts are required to make facilities available at no cost to other agencies that request facilities for the operation of migrant summer school program unless just cause for denial exists, and that districts who receive authorization and funding from CDE to provide an extended school year program to migratory students who, due to family movement, enroll in transitional kindergarten, kindergarten, or any of grades 1-6, on or after March 1 of the school year and depart on or before December 1 of the next school year, are required to operate such program in accordance with law. Regulation also updated to add material related to requirements regarding the transfer of coursework and credits, exemptions from district-established graduation requirements, and for the option to remain in school to complete district-established or statewide course requirements.

Board Bylaw 9320 - Meetings and Notices

Bylaw updated to clarify that a study session, retreat, public forum, or discussion meeting of the Governing Board must either be held as a regular or special Board meeting. Additionally, bylaw updated to reflect **NEW LAW (AB 557, 2023)** which extended and modified the ability of a Board member to join a meeting by

teleconference due to just cause or emergency circumstances or during a proclaimed state of emergency. In addition, bylaw updated to remove outdated COVID-19 related requirements. Bylaw also updated for clarity, precision, organization, and consistency.

Board Bylaw 9323.2 - Actions by the Board

Bylaw updated to add that the Governing Board may take action on a request by a Board member to participate by teleconference due to emergency circumstances if it is not on the posted agenda so long as there was not sufficient time to place it on the agenda. Additionally, bylaw updated to remove language related to the authority of the district attorney's office or an interested person to file a civil action asking the court to order the Board to stop or prevent a Brown Act violation and replace it with language requiring the district attorney's office or interested person to first present a demand to "cure and correct" the alleged violation and, when such occurs, for the Board to consult with legal counsel on if and how to respond.

Exhibit(1) 9323.2 - Actions by the Board

Exhibit updated to clarify that the exhibit is a non-exhaustive list of actions that require more than a simple majority vote and that have restrictions on when the Governing Board may act. Additionally, exhibit updated to remove, in the section "Actions Requiring a Two-Thirds Vote of the Membership of the Board," an item related to school facilities improvement districts as well as an item related to parcel taxes, both of which do not require a two-thirds vote. In addition, exhibit updated to add sections on "Actions Required to Occur During a Regular Board Meeting" and "Prohibitions on Certain Board Actions". Exhibit also updated to reflect **NEW LAW (SB 494, 2023)** which prohibits the Board from taking action to terminate a superintendent or assistant superintendent without cause within 30 calendar days after the first convening of the Board after a general election at which one or more of the Board members are elected or recalled, and **NEW LAW (SB 229, 2023)** which requires a district that is disposing of surplus land and has received notification of a violation to hold an open and public meeting to review and consider the substance of the notice of violation and prohibits the Board from taking final action to ratify or approve the proposed disposal of surplus land until a public meeting is held. Exhibit also updated for clarity, precision, organization, and consistency.

Delete - Exhibit(2) 9323.2 - Actions by the Board

Exhibit deleted as districts should consult with legal counsel if there is a need to respond to a "cure and correct" letter.

Supporting Documents



[March 2024 Guidesheet](#)

Biggs Unified School District

Field Trip Request Approval Form

Proposed Activity: Fresno Field Day

Date of Request: 3/27/2024 School: BHS

Date of Field Trip: 4/19/24 - 4/20/24

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

Name of Staff Member/Position Making the Request: Lilly Baker

Class, Grade or Organization Making the Request: FFA

Destination: Fresno, CA

Number of Students Involved in this Activity: 8 Cost Per Student: \$19 - \$35

Funding Source: FFA Cost to District: _____

Was Trip Budgeted: yes no

Adult Chaperones (including teachers): Lilly Baker

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

Purpose and relationship of trip to class activities: Students will compete in
Floral + Vegetable Crop Competitions.

Educational Standard(s) to be realized through trip: Students will demonstrate

understanding through written exams, reasons, construction,
and industry experience.
Signature of Staff Member Making the Request:

x Lilly Baker

Cafeteria Information:

Will student miss scheduled lunch at school site: YES NO

Sack lunches needed: YES NO Number needed _____

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

Travel Information

All Means of Transportation (check all that apply):

- Personal Car(s)
- Rental Vehicle(s)
- Charter Bus
- Air
- Bus(es) * Number 1
- Van

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

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

Itinerary

Departure: _____ Return: _____

Date: 4/19/24 Time: 1:30 pm Date: 4/20/24 Time: ~6:00 pm

Departure Location: BHS Return Location: BHS

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

Approved Denied

Principal's Signature

Approved Denied

Superintendent or Designee Signature

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

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

BIGGS UNIFIED SCHOOL DISTRICT

April 10, 2024

Item Number: Item 15 F

Item Title: Modular Classroom Building Year 2020

Presenter: Analyn Dyer

Attachments: AMS Invoice 711-2, Prior payments, November 2019 Board minutes, Fund 35 Cash Balances

Item Type: Consent Agenda Action Report Work Session Other

Background/Comments:

The Classroom Modular Project in 2019 original contract total of \$794,460 verified not been fully paid. The vendor- American Modular System is now collecting the remaining balance of \$160,481.00. After four years, the district investigated and concluded that this amount was still due.

Upon consultation with the auditor, the amount will not be part of the current school year expenditures but a reinstatement to Financial Statements since it should have been reflected in 2019/20.

Fiscal Impact:

Fund 35 to close out\$ 114,551.18 (Amount subject to change due to interest earned from Butte County Treasury)

General Fund\$ 45,929.82 for the remainder

Recommendation:

The Administration recommends the Board approve the remaining balance total of \$160,481 payable to American Modular System as presented.



787 Spreckels Avenue
 Manteca CA, 95336
 P 209.825.1921

INVOICE

DATE	INVOICE NO.
9/21/2020	711-2

Revised

BILL TO Biggs Unified School District 300 B Street Biggs, CA 95917 Attn: Accounts Payable	SHIP TO Biggs Elementary
--	------------------------------------

YOUR PO #	TERMS	DUE DATE	VIA	F.O.B.
PO20-00103	Net 20 days		AMS	Destination

QTY	Description	Serial Number Site	Unit Price	Total
1 ea.	60x32 DSA Modular Classroom Building	20-644-001		
	Contract Amount: \$794,460.00 Final Billing Percent Complete: 100%			\$794,460.00
	C/O not included due to lack of signature on file.			
	Less Previously Recieved			-\$633,979.00
Total				\$160,481.00

There will be a 1.5% per month service charge on accounts past due. See terms above.

GEN7

EVOLVE

FORM

2GO

AMERICANMODULAR.COM

- A. Approve Inter-district Agreement Request(s) for the 2019-2020 school year
- B. Approve PO / Vendor Report

ACTION ITEMS

The Board approved Action Items A - H. MSC (Sheppard/Navarro) 5/0

Navarro – Aye Phillips – Aye Wilkinson – Aye Sheppard – Aye Slusser - Aye

- A. Set Date of Board of Trustee Annual Organizational Meeting – *Meeting was tentatively set for December 4, 2019*
This is an annual requirement to schedule the organizational meeting.
- B. Approve Boys and Girls JV & Varsity Basketball teams overnight to attend Portola Basketball Tournament on Dec. 12 – 14, 2019
- C. Adopt Resolution 2019-2020 #4 Regarding Reduction in Classified Workforce – Reduction of 9 hours of Special Circumstances Aide time.
- D. Adopt Board Policy for Suicide Prevention
- E. Approve Agreement with Gaynor Telesystems for PELCO VXP Camera System for \$51,559.91
- F. Approve Agreement with AMS for a replacement Modular Building (60' x 32') for \$794,460.00
- G. Approve Agreement with AZ Bus Sales to purchase a new bus not to exceed \$184,513.90
- H. Approve Agreement with Technique Communications for CAT 6 cabling for new camera system for \$33,478.81

PERSONNEL ACTION

The Board approved Personnel Action Item A - H. MSC (Wilkinson/Sheppard) 5/0

Navarro – Aye Phillips – Aye Wilkinson – Aye Sheppard – Aye Slusser - Aye

- A. Approve Hiring of Jeff Smith, Andrew Perez and Hunter Shelton as walk on Baseball coaches for 2019-2020 season
- B. Accept Resignation of Cody Walsh as Wrestling Coach for the 2019-2020 season.
- C. Approve Hiring of Darci Roles as Girls JV Basketball Coach for the 2019-2020 season
- D. Approve Hiring of Analyn Dyer at Financial Officer / Accounts Payable Clerk position
- E. Approve Hiring of Clarissa Pfister as BES Results Coordinator on 2019-2020 Stipend List
- F. Approve Hiring of Wendy Hall as RES Lead Teacher on 2019-2020 Stipend List
- G. Approve Hiring of Molly Williams as Substitute Instructional Aide
- H. Approve Hiring of Tyler Rutledge as Head Wrestling Coach for 2019-2020 season.

INFORMATION ITEMS - Superintendent Kaelin updated the Board on prospect of having a Golf team. Table Mountain Golf Course said we will be allowed to practice there. There were a lot of students signed up and showed interest in joining the golf team but we can only have six (6) members. The Coach is a stipend position. We would need to see who wanted to coach the team. We would need to see how we would get players to practice and check on the liability if students were required to get themselves to practice. We need to check on the total costs of tournaments.

FUTURE ITEMS FOR DISCUSSION – Mrs. Navarro asked about an issue at the elementary school cafeteria concerning enough food for the upper grades. She would also like to have a rally on vaping at the elementary school for students and parents.

ADJOURNMENT - The meeting was adjourned at 8:15 pm.



100705

~~100705~~

787 Spreckels Avenue
Manteca CA, 95336
P 209.825.1921

INVOICE

DATE	INVOICE NO.
7/28/2020	711-1

BILL TO	SHIP TO
Biggs Unified School District 300 B Street Biggs, CA 95917 Attn: Accounts Payable	Biggs Elementary

YOUR PO #	TERMS	DUE DATE	VIA	F.O.B.
PO20-00103	Net 20 days		AMS	Destination

QTY	Description	Serial Number Site	Unit Price	Total
1 ea.	60x32 DSA Modular Classroom Building	20-644-001		
	Contract Amount: \$794,460.00 Progress Billing # 1 thru 7-31-20 Percent Complete: 84%			\$667,346.00
	Less 5% Retainage			-\$33,367.00
Total				\$633,979.00

There will be a 1.5% per month service charge on accounts past due. See terms above.

GEN7

EVOLVE

FORM

2GO

AMERICANMODULAR.COM

0405



800-322-5555
www.gls-us.com

Ship From

AMERICAN MODULAR SYSTEMS
AMANDA KEITH
787 SPRECKELSAVE.
MANTECA, CA 95336

Tracking #: 549885864

CPS



Ship To

BIGGS UNIFIED SCHOOL DISTRICT
ACCOUNTS PAYABLE
300 B STREET
BIGGS, CA 95917

BIGGS

C95926A

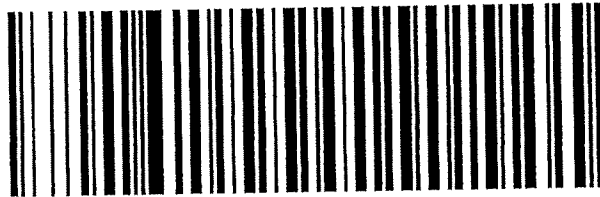
COD: \$0.00

Weight: 0 lb(s)

Reference:

Delivery Instructions:

Signature Type: STANDARD



24431696

CHI CA959-CH1

Print Date: 7/29/2020 2:32 PM

LABEL INSTRUCTIONS:

Do not copy or reprint this label for additional shipments - each package must have a unique barcode.

Step 1: Use the "Print Label" button on this page to print the shipping label on a laser or inkjet printer.

Step 2: Fold this page in half.

Step 3: Securely attach this label to your package and do not cover the barcode.

TERMS AND CONDITIONS:

By giving us your shipment to deliver, you agree to all of the General Logistics Systems US, Inc. (GLS) service terms & conditions including, but not limited to; limits of liability, declared value conditions, and claim procedures which are available on our website at www.gls-us.com.



80-2267
1211

CHECK NO: 3005-183968
ISSUE DATE: 09/03/2020

Biggs Unified School District
300 B Street
Biggs, CA 95917

VOID AFTER 12 MONTHS

AMOUNT
\$633,979.00**

PAY SIX HUNDRED THIRTY THREE THOUSAND NINE HUNDRED 79 AND ZERO/100 DOLLARS*****

TO AMERICAN MODULAR SYSTEMS
787 SPRECKELS AVE
MANTECA, CA 95336

EXAMINED, APPROVED & ALLOWED
Mary Sakuma

⑈3005183968⑈ ⑆121122675⑆ 153401339756⑈

FOR SECURITY, THIS DOCUMENT CONTAINS A WATERMARK ON THE BACK
PLEASE DETACH AND RETAIN THIS STATEMENT FOR YOUR RECORDS

Biggs Unified School District
AMERICAN MODULAR SYSTEMS
100705/1

CHECK NO: 3005-183968
CHECK AMOUNT: \$633,979.00
Issued: 09/03/2020

INVOICE DATE	REFERENCE	INVOICE NUMBER	DESCRIPTION	CREDIT	INVOICE AMOUNT
07/28/2020		711-1	DSA Modular Classroom		633,979.00

Detail for Dates 07/01/2023 through 06/30/2024 Fiscal Year 2023/24

Ref#	Pay To Name	Journal #	Description	Trans Date	Debit	Credit	Account Balance
Fund 35 - CntySchlFacIFnd							
35-0000-0-9110-	UnRestRsrc, CashCntyTreas	BB24-00007	Starting Balance	07/01/23	1,852.30		1,852.30
35-7710-0-9110- - - - StateschlFac,CashCntyTrea							
		BB24-00007	Starting Balance	07/01/23	111,076.42		111,076.42
	CA24-00084		Q1 Interest 09/30/23	09/30/23	1,008.99		112,083.41
	CA24-00138		Q2 Interest 12/31/2023	12/31/23	615.47		112,698.88
			Account Total	06/30/24	112,698.88	.00	
			Total for Org 006 and Fund CntySchlFacIFnd		114,551.18	.00	114,551.18

BIGGS UNIFIED SCHOOL DISTRICT

April 10, 2024

Item Number: 15 G

Item Title: Approval of Resolution No. #08 Inter-fund Cash Transfer to Special Reserve
Other than Capital Outlay Fund

Presenter: Analyn Dyer

Attachments: Resolution

Item Type: Consent Agenda Action Report Work Session Public Hearing

Background/Comments:

As part of the requirements for budget oversight, the District is required to request approval of inter-fund transfers. The proposed transfer for the Fiscal Year 2023/24 enables the district to initiate the cash transfer from the General Fund into the Special Reserve for Other than Capital Outlay Fund (17).

Due to the possible closeout of the County School Facilities Fund (35) and unexpected expenditures from four years ago, the Board has full discretion to move the funds between Fund 01 and Fund 17 whenever deemed necessary.

Following Board authorization, the Districts' Estimated Actuals for FY 23/24 will be updated to reflect the projected Fund 17 activity and the Proposed Budget for School Year 2024/25.

Fiscal Impact:

Approval of \$160,481 from Fund 01 to Fund 17 will enable the District to comply with the state law requiring no more than 10% unassigned/assigned fund balance while enabling the Board to have full discretion over future spending.

Recommendation:

The administration recommends the Board take action to transfer funds from the General Fund (01) to a Special Reserve other than Capital Outlay (17).

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

**A RESOLUTION OF THE GOVERNING BOARD AUTHORIZING
INTERFUND CASH TRANSFERS FOR
SPECIAL RESERVED OTHER THAN CAPITAL OUTLAY FUND**

Resolution # 2023-2024 #08

WHEREAS, it is required that the Governing Board approves inter-fund transfers before the actual transfer of money between funds; and

WHEREAS, the Governing Board intends to fulfill the requirements of the state that no more than 10% of the ending fund balance is uncommitted.

WHEREAS, the California Department of Education and the Government Finance Officers Associations recommend that the school districts maintained, committed, assigned, and unassigned reserves of at least two months of operating expenditures, mitigate revenue shortfall and unanticipated expenditures;

NOW, THEREFORE, BE IT RESOLVED that the amount of \$160, 481 be transferred from the General Fund to the Special Reserve for Projects Other Than Capital Fund (17)

This resolution becomes supplemental to the District's Estimated Actuals for SY 2023/24 and the Proposed Budget for SY 2024/25.

DULY PASSED and ADOPTED this 10th day of April 2024 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

**BIGGS UNIFIED SCHOOL DISTRICT
POOL PERSONNEL SALARY SCHEDULE**

**POOL SUPERVISOR: Stipend - \$1,000. per month April 15 through September 15th*

	<u>Lifeguard</u>	<u>Lifeguard/Asst. Manager or Asst. Clerk</u>	<u>Pool Manager</u>
STEP 1	16.00	16.48	19.05
STEP 2	16.48	16.97	19.62
STEP3	16.97	17.48	20.21
STEP4	17.48	18.01	20.82
STEP 5	18.01	18.55	21.44

Note: Pool Supervisor may be used in-lieu of pool manager.
Minimum of 5-10 hours weekly. Stipend paid accordingly

Note: Lifeguards working designated parties will be paid at the rate of their Step

Note: Lifeguards moving up to Lifeguard/Assistant Manager position will receive their prior steps for placement on salary schedule.

Board approved: April 10, 2024