

Minutes  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**February 14, 2024**

**OPEN SESSION**

**CALL TO ORDER** – President Brown called the meeting to order at 6:00 p.m.

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

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

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

Consent Agenda Item 13 A – Approve Amended Inter-District Agreement Request(s)

Add Personnel Action Item 15 P – Accept removal from the classroom of SDC teacher, Abigail Smith, effective 02/09/2024 per the Commission on Teacher Credentialing

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

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

**APPROVAL OF MINUTES**

The Board approved the minutes from the Regular Board Meeting on January 10, 2024 as written. MSCU (Phillips/Navarro) 4/0/1

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

**PUBLIC COMMENT (Closed Session Items)** - None

**The Board adjourned into Closed Session at 6:02 p.m.**

**CLOSED SESSION**

1. Public Employment Appointment of Personnel as listed under “Personnel Action” below; Pursuant to Government Code Section 54957
2. <sup>o</sup> Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957

**Closed Session was adjourned at 6:55 p.m. and the Board reconvened to Open Session at 6:55 p.m.**

Staff Present: Doug Kaelin, Superintendent; Loretta Long, Admin. Assist. & HR Director; 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

**STUDENT REPRESENTATIVE REPORTS**

ASB REPORT – None

FFA REPORT – None

**PUBLIC COMMENT-** None

**REPORTS**

DEAN OF STUDENTS' REPORT: Beverly Landers read her report and submitted it for the record.

RES/MIDDLE SCHOOL PRINCIPAL'S REPORT: Tracey McPeters read her report and submitted it for the record.

HIGH SCHOOL PRINCIPAL'S REPORT: Doug Kaelin reported that the CSF field trip to Stanford was a success. Eleven students participated in the Academic Decathlon, and various medals were won. Four projects from our high school students will be shown at the BCOE Art Show. The Cheerleaders put on a MORP dance that was not well attended, but the students had a good time. The FFA Rib Dinner sold out. Girls Basketball is in a playoff game tonight. The Boys Basketball team won last night's game and is moving forward in the playoffs. The Girls Wrestling team won the Division 5 meet and will move on to Masters. The high school counselor is working on next year's master schedule and the students are picking their classes. There are new sections that are now articulated with Butte College. Upward Bound interviews are in progress. The FFA State Convention is coming up soon. Behavior is good and the average attendance is 94%. Progress Reports come out Friday. Spring sports are starting soon. Baseball and Softball will both host home tournaments this season. The Boosters are paying to remodel the softball field dugouts. The new Golf team will practice three days a week at the Table Mountain Golf Course. The community has donated golf clubs, the Boosters will pay for polo shirts and hats, and the Shifflet Brothers are sponsoring windbreakers.

M/O/T/, FOOD SERVICE DIRECTOR'S REPORT: John Strattard's previously submitted report was reviewed.

SUPERINTENDENT'S REPORT: Doug Kaelin reported that we are expecting the new bus to be delivered sometime in March. The playground equipment installation has been delayed due to weather. The fencing project will be complete once a camera and buzzer have been installed at Biggs Elementary.

CBO'S REPORT: Analyn Dyer's previously submitted report was reviewed.

BOARD MEMBER REPORTS: Nothing from the Board

**CONSENT AGENDA:**

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

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

- A. Approve Inter-District Agreement Request(s) for the 2023-2024 and 2024-2025 school years - Updated attachment submitted
- B. Approve AP Vendor Check Register and Purchase Order Listing January 1, 2024 – January 31, 2024

**ACTION ITEMS:**

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

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

- A. Approve Revised College and Career Access Pathways Partnership Agreement with Butte-Glenn Community College District
- B. Approve attendance at the 2024 Convergence conference for Speech and Language Pathologist, Melissa Green. Funding of \$1,615.79 will come from Medi-Cal Billing Resource.
- C. Accept Agricultural Career Technical Education Incentive Grant in the amount of \$14,497
- D. Approve overnight field trip for the 2024 FFA State Leadership Conference in Sacramento
- E. Approve the Biggs Elementary security fences amended expenses in the amount of \$31,400
- F. Approve Annual Certification of Temporary Athletic Coaches:  
The Board is certifying to the State Board of Education that the walk-on coaches have been properly certified. Administration assures the Board that all coaches have been hired according to the Title 5 regulations.
- G. Approve updated Safety Plans for Biggs Elementary School, Biggs High School, and Richvale Elementary School

**PERSONNEL ACTION ITEMS:**

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

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

- A. Approve Deanna DeLany as a Substitute Instructional Aide
- B. Approve Crystal Hauray as a Certificated Substitute Teacher
- C. Approve Julie Clark as a Certificated Substitute Teacher
- D. Approve Donna Cyr as a Classified Substitute
- E. Approve the position of Temporary Special Circumstances Aide (6 hrs.) at Biggs Elementary School for the remainder of the 2023-2024 school year

- F. Approve Rebecca Cowan as Temporary Special Circumstances Aide at Biggs Elementary School
- G. Approve separation of probationary employee Cynthia Montes, BHS Light Maintenance/Custodian/Grounds, effective 1/24/2024
- H. Approve Marisol Topete as BHS Light Maintenance/Custodian/Grounds effective 2/1/2024
- I. Approve Mark Felkins as walk-on Assistant Softball Coach
- J. Approve Jon Smith, Kameron Smith, and Riley Rutherford as walk-on Assistant Baseball Coaches
- K. Accept Resignation/Retirement of Certificated employee Heidi Cammack effective 6/30/2024
- L. Accept Resignation/Retirement of Certificated employee Wendy Hansen effective 6/30/2024
- M. Accept Resignation/Retirement of Certificated employee Carol Frink effective 6/30/2024
- N. Accept Resignation/Retirement of Certificated employee Tammie Loftin effective 6/30/2024
- O. Approve Nora Reale as a Long Term Roving Certificated Substitute Teacher for Biggs Elementary School for the remainder of the 2023-2024 school year. ESSER funds will be utilized.
- P. Accept removal from the classroom of SDC teacher, Abigail Smith, effective 02/09/2024 per the Commission on Teacher Credentialing

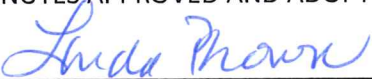
**INFORMATION ITEMS:**

- A. LCAP mid-year update: Progress is being made toward our goals.
- B. Plan Night of the Stars: The Board will host NOTS on May 1, 2024.
- C. Review Del Reeder Scholarship for 2024: Last year’s application looks good. The Board would like them due on April 9, 2024.
- D. BCOE Superintendent’s High School Art Show 2024: Entries from our students were acknowledged.

**FUTURE ITEMS FOR DISCUSSION** – Calendars for the next three school years are in development.

**ADJOURNMENT – 7:38 p.m.**

MINUTES APPROVED AND ADOPTED:

  
 Presiding President

3/13/2024  
 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.