

**Minutes**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**June 12, 2024**

**OPEN SESSION**

**CALL TO ORDER** – Vice President Atteberry called the meeting to order at 6:01 p.m.

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

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

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

Remove Personnel Item 15 I

Add Personnel Item 15 N: Approve Ava Hepworth as a Lifeguard for the summer 2024 season

Add Personnel Item 15 O: Approve Michael Rudd as the 5<sup>th</sup>/6<sup>th</sup> and 7<sup>th</sup>/8<sup>th</sup> Grade Boys Basketball Coach

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

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

**APPROVAL OF MINUTES**

The Board approved the minutes from the Regular Board Meeting on May 8, 2024 as written. MSCU (Avram/Navarro) 4/0/1

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

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

**The Board adjourned into Closed Session at 6:03 p.m.**

**CLOSED SESSION**

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

**Closed Session was adjourned at 6:34 pm and the Board reconvened to Open Session at 6:34 pm.**

Staff Present: Doug Kaelin, Superintendent; Loretta Long, Admin. Assist. & HR Director; Analyn Dyer, CBO; Beverly Landers, Dean of Students; Tracey McPeters, Principal

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

**PARENT ASSOCIATIONS REPORTS** – None from members. Doug Kaelin reported that all of our parent organizations gave staff and students at our sites a very nice end of the year celebration with activities and treats. He also reported that PAWS is busy planning the Run Around the Rice and the Booster Club is busy planning the annual golf tournament fundraiser.

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

**PUBLIC COMMENT**- Varsity football captain, Logan Harrison and JV football captain, Aiden Owen spoke about the football team helping to place flags on the graves of Veterans at the Biggs-Gridley Cemetery for Memorial Day. The flags were donated by the families of former service members. Angie Cote, Manager of the Biggs-Gridley Cemetery, read a letter of thanks to the BHS Football Team expressing gratitude for the help in placing 345 flags on the graves of Veterans. The boys showed dignity, respect, and worked hard to get the job done. In appreciation, the Cemetery Association gave a donation to the football team.

#### **PUBLIC HEARINGS**

- A. 2024/2025 LCAP Plan: Vice President Atteberry opened this item for public comment. Hearing none, Doug Kaelin thanked Tracey McPeters for her hard work on the LCAP and informed the Board that BCOE was very impressed with the document and will use it as an example for other school districts. Vice President Atteberry closed the item for public comment.
  
- B. 2024/2025 Proposed Original Budget: Vice President Atteberry opened this item for public comment. Hearing none, Doug Kaelin thanked Analyn Dyer for her hard work on the budget. What makes putting this document together difficult is the fact that the state's budget is uncertain. There is a possibility of deferrals and an adjustment in the COLA. Vice President Atteberry closed the item for public comment.

#### **REPORTS:**

DEAN OF STUDENTS' REPORT: Beverly Landers thanked Tracey and Anlayn for their work on the LCAP. Mrs. Landers read her Dean of Students' report and submitted it for the record. Beverly Landers added to her report that her staff will be doing a yearlong book study on grading and equity. She would like to raise the bar in professionalism by implementing consistency in grading from grades TK on up. Melissa Atteberry thanked Beverly for her work in obtaining the Math grant. It was reported that there are 68 students currently in summer school at Biggs Elementary School.

RES/MIDDLE SCHOOL PRINCIPAL'S REPORT: Tracey McPeters thanked Beverly Landers for her work on the Math grant and for setting up all of the staff Professional Development days for the upcoming school year. Principal McPeters read her report and submitted it for the record.

HIGH SCHOOL PRINCIPAL'S REPORT: Mr. Kaelin reported that it has been a crazy end to the school year. It was nice to have the Friday of graduation be a non-school day. There were no issues with graduation. On the last day of school, there was a Seniors vs. Staff softball game. Rite of Passage and Senior Skip Day happened without issues. There are ten students signed up for summer school with Mr. McGee. They will attend seven hours per day. The same staff will be returning to the high school next school year. ASB is already planning activities, and the FFA officers will be going camping for their retreat. Brigitt Browning is heading up a summer crew to resurface the gym floor.

M/O/T/, FOOD SERVICE DIRECTOR’S REPORT: John Strattard’s previously submitted report was reviewed. Mr. Kaelin added that getting things done around the district in the summer is hard as a lot of MOT staff is taking time off and it is difficult to work around summer school.

SUPERINTENDENT’S REPORT: Mr. Kaelin reported that the beginning of the 2024-2025 school year would be here before we know it. The only thing left to do on the fencing project is to get the security entry system up and working. We are adding new cameras that are cloud based but can also work on the current recording system we have in place. Staff will be able to access the cameras from anywhere. The fiber optic line project is almost complete. Playgrounds are finished at both sites. Mr. Kaelin is working with staff to finish up all of the documents that are required by the state, i.e. the LCAP, Workplace Violence Prevention Plan, and the Budget.

CBO’S REPORT: Analyn Dyer read through her previously submitted presentation on the 2024-2025 Original Budget.

BOARD MEMBER REPORTS: Nothing from the Board

**CONSENT AGENDA:**

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

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

- A. Approve Inter-District Agreement Request(s) for the 2024-2025 school year
- B. Approve AP Vendor Check Register and Purchase Order Listing May 1, 2024 – May 31, 2024

**ACTION ITEMS:**

The Board approved Action Items A through S. MSCU (Navarro/Avram) 4/0/1

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

- A. Approve overnight FFA field trip for their Officers’ Summer Retreat
- B. Approve the BUSD Workplace Violence Prevention Plan
- C. Approve Education Protection Account (EPA) Expenses in the estimated amount of \$1,335,141
- D. Approve iReady renewal for 2024/2025 in the amount of \$24,784.50 using LCAP funding
- E. Approve the 2024/2025 Expanded Learning Program (ELOP) contract in the amount of \$126,747 with the Butte County Office of Education
- F. Approve the updated Expanded Learning Opportunities Program Plan (ELOP) for the Biggs Unified School District
- G. Approve the School Plan for Student Achievement (SPSAs) for Biggs Elementary School, Richvale Elementary School, and Biggs High School

- H. Approve the Independent Consultant Agreement with Butte County Office of Education for Workstation Support Services from 9/1/2024 through 8/31/2027 with an annual cost of \$54,000 using LCAP funding
- I. Approve the Independent Consultant Agreement with Butte County Office of Education for LAN services from 9/1/2024 through 8/31/2027 with an annual cost of \$34,200 using LCAP funding
- J. Approve Schools Excess Liability Fund (SELF) invoice in the amount of \$17,001.87
- K. Adopt Resolution 2023-2024 # 15 Ordering Governing Board Member Election
- L. Adopt Resolution 2023-2024 # 16 Regarding Costs of Candidates' Statements
- M. Adopt Resolution 2023-2024 # 17 Establishing Procedure in Case of Tie Vote at Governing Board Election
- N. Approve purchase of Chromebooks from BDJ Tech for the 2024/2025 school year in the amount of \$56,748.40 using LCAP funding
- O. Approve subscription for Nextgen MATH in the amount of \$6,676.00 using Lottery Funds
- P. Approve purchase of Do The Math K-5 in the amount of \$8,497.15 using Lottery Funds
- Q. Approve 2024/2025 Designation of CIF Representative to League  
The Superintendent recommends approval of the following representatives: Doug Kaelin and Michelle Schleef
- R. Adopt Resolution 2023-2024 # 18 Ordering a School Bond Election, and Authorizing Necessary Actions in Connection Therewith
- S. Approve purchase of K-8 math curriculum from Open-Up Resources in the amount of \$12,924.73 using LCAP funding

**PERSONNEL ACTION ITEMS:**

The Board approved Personnel Action Items A-H and J, N, and O. MSCU (Phillips/Navarro) 4/0/1

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

- A. Approve Jayden Beck as a lifeguard for the summer 2024 pool season
- B. Approve Amanda Vargas as a Substitute Instructional Aide
- C. Approve Jessica Faltesek as a 5.25 hr. Instructional Aide at Biggs Elementary School beginning August 5, 2024
- D. Accept resignation of Javier Solis from a Multi-Subject Teacher position at Biggs Elementary School effective May 30, 2024
- E. Accept resignation of Javier Solis from his 2024/2025 stipend positions of Spelling Bee Coordinator, Red Ribbon Week Coordinator, ASB Advisor (Jr. High), and BES Lead Teacher

- F. Accept resignation of Javier Solis from his Summer School position teaching 5<sup>th</sup>/6<sup>th</sup> Grade in June
- G. Approve Beth Chavez as the 5<sup>th</sup>/6<sup>th</sup> Grade teacher for the June Summer School session
- H. Approve the following for 2024/2025 BES and BHS stipend positions:
  - Jeff Thengvall – Chess Club Advisor
  - Kelly Lewis – School Site Council Coordinator
  - Beverly Landers and Tracey McPeters – splitting SST Coordinator stipend
  - Tracey McPeters – State Testing Coordinator
  - Tracey McPeters – Shady Creek Coordinator
  - Beth Chavez – Red Ribbon Week Coordinator
  - Beth Chavez – Jr. High ASB Advisor
  - Beth Chavez – Spelling Bee Coordinator
  - Jill Pearson – STEAM Night Coordinator
  - Brian Harrison – Head Varsity Football Coach
  - Rob Hall – Varsity Assistant Coach
  - Brenden Smith – Varsity Assistant Coach
  - Roscoe Deel – Head JV Football Coach
  - Garrhett Milburn – JV Assistant Coach
  - Miguel Aguirre – Walk On Assistant Football Coach
  - Kameron Smith – Walk On Assistant Football Coach
  - Doug Kaelin – Athletic Director
  - Michelle Schleef – Assistant Athletic Director
- I. **Item I was removed from the Agenda during the Approval of the Agenda** (Approve hiring Evelyn Franzella-Chiem as the Special Day Class teacher for the 2024/2025 school year)
- J. Approve hiring Peter Gibson as a 4<sup>th</sup> Grade Teacher at Biggs Elementary for the 2024/2025 school year
- N. Approve Ava Hepworth as a Lifeguard for the summer 2024 season
- O. Approve Michael Rudd as the 5<sup>th</sup>/6<sup>th</sup> and 7<sup>th</sup>/8<sup>th</sup> Grade Boys Basketball Coach

The Board approved Personnel Action Items K, L, and M. MSCU (Avram/Navarro) 4/0/1

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

- K. Approve the Addendum to Superintendent’s Contract for the 2024/2025 school year
- L. Approve the Amendment to the 2022 Employment Contract between Analyn Dyer and the Governing Board of the Biggs Unified School District with Public Disclosure
- M. Approve the 2024 Amendment to the School Year Employment Contract Addendum between Doug Kaelin and the Governing Board of the Biggs Unified School District with Public Disclosure

**INFORMATION ITEMS:**

- A. Set time for June 26, 2024 Special Board Meeting: The Special Board Meeting will begin open session at 6:00 p.m. on June 26, 2024. President Linda Brown will need to attend remotely due to Just Cause. A Zoom link will be set up and posted on the Special Meeting Agenda.

**FUTURE ITEMS FOR DISCUSSION –None**

**ADJOURNMENT – 7:25 p.m.**

MINUTES APPROVED AND ADOPTED:

  
\_\_\_\_\_  
Presiding President

  
\_\_\_\_\_  
Date

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