

**Minutes**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**August 9, 2023**

**OPEN SESSION**

**CALL TO ORDER** – President Brown called the meeting to order at 6:30 p.m.

**ROLL CALL** - Board members present: Linda Brown, Melissa A. Atteberry (arrived shortly after roll call), M. America Navarro, and Sean Avram were present. Board members absent: Jonna Phillips.

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

**APPROVAL OF AGENDA**

The Board approved the agenda with the following additions: MSCU (Navarro/Avram) 4/0/1

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

Add Personnel Action Item 14 J - Approve hiring Cynthia Montes as BHS Lgt. Main/Cust/Grounds beginning 8/10/2023

Add Personnel Action Item 14 K – Approve hiring Kendall Milburn as BHS Library Clerk beginning 8/10/2023

Add Personnel Action Item 14 L: Approve hiring Monica McDaniel as Districtwide Art Teacher beginning 8/7/2023

Add Personnel Action Item 14 M: Approve hiring Kathryn Jackson as SDC Teacher beginning 8/7/2023. Ms. Jackson will be working under a Short Term Staff Permit (STSP)

**APPROVAL OF MINUTES**

The Board approved the minutes from the Special Board Meeting on June 28, 2023 as written. MSCU (Avram/Navarro) 4/0/1

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

**The Board adjourned into Closed Session at 6:31 p.m.**

**CLOSED SESSION**

- 1. Public Employment Appointment of Personnel as listed under “Personnel Action” below; Pursuant to Government Code Section 54957**

2. Classified, Certificated, Classified Confidential, and Management Personnel Discipline, Dismissal and/or Release; Pursuant to Government Code Section 54957
3. Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957
4. Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)
5. Litigation; Pursuant to Government Code Sections 54956.9

Closed Session was adjourned at 7:04 p.m. and reconvened to Open Session at 7:04 p.m.

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

**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**

A. ASB – No Student Representative present

B. FFA – Jayden Beck, FFA Historian, announced that the FFA will hold a welcome back bbq on August 18<sup>th</sup>. Pig raffle tickets will go on sale August 22<sup>nd</sup> and the winner will be announced September 8<sup>th</sup>. FFA members have all species represented at this year's Butte County Fair. They will hold their Greenhand initiation after the fair is over. They had a successful officers' retreat at Lake Almanor. The FFA will be selling tee shirts this year.

**PUBLIC COMMENT**- None

#### **REPORTS**

A. ELEMENTARY PRINCIPAL'S REPORT – Doug Kaelin read a prepared statement from Principal, Beverly Landers. Over the past few days, they had successful teacher meetings, moved into classes, updated curriculum, and worked on PBIS.

B. RES/MIDDLE SCHOOL PRINCIPAL'S REPORT – Doug Kaelin read a prepared statement from Principal, Tracey McPeters. RES will meet at the flagpole at 8:45 on the first day of school. Back to School Night will be August 16<sup>th</sup>. Tonight (August 9<sup>th</sup>) is Back to School Night for BES. Middle schoolers are excited about class rotations and Mrs. McPeters will be meeting with middle school parents separately to discuss rules and the incorporation of detention for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders.

C. HIGH SCHOOL PRINCIPAL'S REPORT – Doug Kaelin reported that staff is committed to enforce rules concerning dress codes and cell phones as well as the grading policies. Seniors will have senior sunrise tomorrow morning at dawn. There are 15 animals entered into the Butte County Fair. FFA will be

selling pig raffle tickets. They made a school wide staff agreement to announce clear objectives for lessons and “teach it the right way the first time”.

D. M/O/T AND FOOD SERVICE DEIRECTOR’S REPORT – Doug Kaelin read a prepared statement from John Strattard.

E. SUPERINTENDENT’S REPORT – Mr. Kaelin is excited about the new staff and about the increase in enrollment. Numbers are up Districtwide.

F. CBO’S REPORT – Analyn Dyer read her prepared report.

G. BOARD MEMBER REPORTS - None

**CONSENT AGENDA:**

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

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

- A. Approve Inter-District Agreement Request(s) for the 2023-2024 school year.
- B. Approve AP Vendor Check Register and Purchase Order Listing June 22, 2023 through August 2, 2023

**ACTION ITEMS:**

The Board approved Action Items A through F and H through R. MSCU (Atteberry/Navarro) 4/0/1

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

- A. Approve MOU with Tehama County Teacher Induction Program for 2023-2024. This is funded out of the Educator Effectiveness Block Grant
- B. Approve Ag Incentive Grant Application for 2023-2024
- C. Adopt the following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E):

- Board Policy 0420.41 - Charter School Oversight
- Exhibit(1) 0420.41 - Charter School Oversight
- Board Policy 1113 - District and School Websites
- Exhibit(1) 1113 - District and School Websites
- Board Policy 4112.2 – Certification
- Administrative Regulation 4112.2 – Certification
- Exhibit(1) 4112.9/4212.9/4312.9 - Employee Notifications
- Board Policy 4140/4240/4340 - Bargaining Units
- Administrative Regulation 4161.1/4361.1 - Personal Illness/Injury Leave

Administrative Regulation 4261.1 - Personal Illness/Injury Leave  
Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves  
Administrative Regulation 4161.8/4261.8/4361.8 - Family Care and Medical Leave  
Board Policy 5117 - Interdistrict Attendance  
Board Policy 5141.5 - Mental Health  
Board Policy 5141.6 - School Health Services  
Administrative Regulation 5141.6 - School Health Services  
Policy 5145.6 - Parent/Guardian Notifications  
Exhibit(1) 5145.6 - Parent/Guardian Notifications  
Board Policy 5148 - Child Care and Development  
Administrative Regulation 5148 - Child Care and Development  
Board Policy 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities  
Board Policy 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education  
NEW - Board Policy 6173.4 - Education for American Indian Students  
DELETE - Administrative Regulation 6173.4 - Title VI Indian Education Program  
Board Policy 6174 - Education for English Learners  
Administrative Regulation 6174 - Education for English Learners  
Board Bylaw 9322 - Agenda/Meeting Materials

- D. Adopt Resolution 2023/2024 #01 to change signatories on the BES ASB Self Help Bank Account
- E. Approve contract with Beverly Landers for Consulting Services for the 2023-2024 school year
- F. Approve list of Surplus Vehicles that need to be decommissioned and sold or destroyed
- ~~G. Consumer Confidence Report - Richvale well~~
- H. Approve Amendment of CBO Contract Salaries and Fringe Benefits for 2023-2025
- I. Approve Agreement with BUTA Bargaining Unit for 2023-2025 including Salary Schedule with Public Disclosure
- J. Approve Agreement with Confidential Classified Unit for 2023-2025 including Salary Schedule with Public Disclosure
- K. Approve Certificated Management Public Disclosure for 2023-2025
- L. Approve Project Wayfinder curriculum in the amount of \$26,676.25
- M. Approve MWEA MAP Growth curriculum in the amount of \$6,337.50
- N. Approve purchase from Gopher Spark for digital subscription and equipment in the amount of \$19,588.79 from ESSER funds
- O. Approve Art/Music Block Grant Amended Plan

- P. Approve Learning Recovery Block Grant Amended Plan
- Q. Adopt Resolution 2023/2024 #02 to change signatories on the BHS ASB Self Help Bank Account
- R. Approve Agreement with CSEA Bargaining Unit for 2023-2025 including Salary Schedule with Public Disclosure

**PERSONNEL ACTION ITEMS:**

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

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

- A. Approve hiring Estefania Huerta as a First Grade Teacher at BES effective 8/7/2023
- B. Approve hiring Lilly Baker as the Ag Science Teacher at BHS effective 8/7/2023. Lilly Baker will be a paid Intern through California State University, Chico
- C. Approve Agriculture Teacher Extended Year Agreement with Lilly Baker
- D. Approve Agriculture Teacher Extended Year Agreement with Stephen Boyes
- E. Approve hiring Joelle Proper as a Sixth Grade Teacher at BES effective 8/7/2023. Joelle Proper will be a paid Intern through California State University, Chico
- F. Approve hiring Francisca Romero Avina as a Substitute Classified Custodian
- G. Approve hiring Cynthia Montes as a Substitute Classified Custodian
- H. Approve hiring Greg Capshew as a Districtwide Light Maintenance/Custodian/Groundsperson
- I. Accept resignation of Kathleen Smith effective September 22, 2023
- J. Approve hiring Cynthia Montes as BHS Lgt. Main/Cust/Grounds beginning 8/10/2023
- K. Approve hiring Kendall Milburn as BHS Library Clerk beginning 8/10/2023
- L. Approve hiring Monica McDaniel as Districtwide Art Teacher beginning 8/7/2023
- M. Approve hiring Kathryn Jackson as SDC Teacher beginning 8/7/2023. Ms. Jackson will be working under a Short Term Staff Permit (STSP)

**INFORMATION ITEMS:**

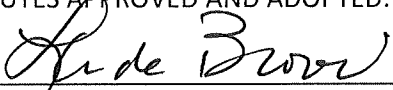
- A. Actuarial Valuation – CBO, Analyn Dyer, gave an explanation of this Information Item.

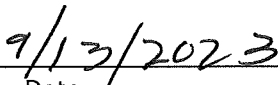
- B. 2023-2024 Calendar change – Doug Kaelin explained the calendar change: February 16, 2024 will now be a work day and the school year will now end on on May 30, 2023.
- C. Quarterly Report on Williams Uniform Complaints: Superintendent Kaelin reported out that for the last Quarter, there have been no Williams Uniform Complaints against any school in the District.

**FUTURE ITEMS FOR DISCUSSION** – Doug Kaelin explained about adjustments that were made to the LCAP. There is no need to reapprove the plan. Local Indicators have been met for 22-23.

**ADJOURNMENT – 7:35 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.