

Minutes
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
December 13, 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, M. America Navarro, Jonna Phillips, and Sean Avram were present. Board members absent: No members were absent.

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

APPROVAL OF AGENDA – (with additions to Item 13 A)

The Board approved the agenda as presented with additions to Item 13 A. MSCU (Phillips/Atteberry) 5/0

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

APPROVAL OF MINUTES

The Board approved the minutes from the Regular Board Meeting on November 8, 2023 as written. MSCU (Navarro/Avram) 5/0

Brown – Aye Atteberry – Aye Navarro – Aye Phillips – Aye 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 7:12 p.m. and reconvened to Open Session at 7:12 p.m.

Staff Present: Doug Kaelin, Superintendent; Loretta Long, Admin. Assist. & HR Director; Analyn Dyer, CBO; Beverly Landers, K-5 Principal; 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.

ACTION ITEM - ANNUAL ORGANIZATIONAL MEETING

A. ELECTION OF OFFICERS

1. *President* – Linda Brown

Melissa A. Atteberry nominated M. America Navarro. M. America Navarro declined the nomination. Jonna Phillips nominated Linda Brown. Linda Brown accepted the nomination. Sean Avram seconded the nomination. MSCU (Phillips/Avram) 5/0

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

2. *Vice President* – Melissa A. Atteberry

Sean Avram nominated Melissa A. Atteberry. Melissa A. Atteberry accepted the nomination. M. America Navarro seconded the nomination. MSCU (Avram/Navarro) 5/0

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

3. *Clerk* – M. America Navarro

Melissa A. Atteberry nominated M. America Navarro. M. America Navarro accepted the nomination. Sean Avram seconded the nomination. MSCU (Atteberry/Avram) 5/0

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

4. Establishment of Regular Meetings

The Board will keep the meeting place but change the meeting time for 2024. The Board will meet the second Wednesday every month unless there is a holiday. There will only be a second meeting on the fourth Wednesday each month when necessary. The meeting time will be 6:30 p.m. MSCU (Brown/Phillips) 5/0

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

5. Selection of Board of Trustees Representatives

The following members will be representatives for the following organizations:

- a) Representative to City Council – Linda Brown
- b) Representative to LCAP Committee – Jonna Phillips
- c) Representative to Biggs/Richvale Educational Foundation– M. America Navarro
- d) Representatives to Negotiation Teams: Biggs Unified Teachers Association (BUTA) and California School Employees Association (CSEA) – Sean Avram to serve as BUTA and CSEA rep. Melissa A. Atteberry will be the alternate for BUTA and CSEA.

6. *Secretary to the Board* – Doug Kaelin, Superintendent

Linda Brown nominated Doug Kaelin. There were no other nominations. Jonna Phillips seconded the nomination. MSCU (Brown/Phillips) 5/0

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

PARENT ASSOCIATIONS REPORTS – None

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

STUDENT REPORTS and STUDENT RECOGNITION:

ASB REPORT: Addie Scott reported that classes are running the concession stand during basketball games to raise money for class accounts. ASB students have been reading to 1st grade students at the Elementary School. They are planning Homecoming for February and are working on posters. The final short week before the break will include dress up days and a staff vs. students basketball game.

FFA REPORT: Addie Scott reported that they held their December Chapter meeting tonight (the 13th) and had a gingerbread house building competition. Teams are competing in field days and going on field trips. There is a lottery for the Silver Dollar Fair. Officers are attending the state conference in Sacramento and an upcoming conference in Redding this January.

Recognition of First Interim Budget Cover Art Contest Winner: Senior student, Destiny Lowry, accept a certificate and an Amazon gift card for winning the art contest held to design the First Interim Budget cover page.

PUBLIC COMMENT- Parent, Angie Cote, spoke of her concerns for the safety of her daughter on campus due to an ongoing situation with another student.

REPORTS:

ELEMENTARY SCHOOL PRINCIPAL'S 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 during articulation staff looked at the Dashboard. Progress is being made in all areas. ELA scores increased as the data is coming from last year's junior class, which is pretty strong academically. Graduation Rate dropped to 98%. CSF club has stepped it up due to the new advisor, Anne Lair, planning multiple field trips to college campuses. Any student who qualifies for the club can attend trips to Sacramento State, U.C. Davis, and Stanford. Fall sports are over. Our head football coach was named League MVP and will coach in the Lion's All Star Game in June. The ASB class received gifts from staff at the Secret Santa lunch on December 11th after giving gifts to staff members during the week of December 4th – 8th. We are re-cabling Wi-Fi lines to improve internet speed. Mr. Kaelin is looking at A-G data and trying to determine why the completion rate is low. The A-G Completion Rate Plan will be presented in January. Funds from the A-G Grant will be used to increase the completion rate. We need to encourage more students to take classes that will qualify them for entrance into the UC system. The planning needs to start in the 8th grade. We had three new transfer students at BHS this year, and Mr. Kaelin is pleased with how they are excelling here after being "in trouble" in their previous districts. This is a positive environment for all students. Winter sports have begun. Mount Shasta housed our basketball teams for their

tournament. Mr. Kaelin is trying to figure out bussing and van schedules so that athletes miss as little school as possible. Basketball and wrestling teams will be attending tournaments over the break. Our basketball teams have been successful so far. Our wrestling team hosted a home meet for the first time in a long while. The semester ends on December 20th. There will be some kids removed from the teams if they do not make grades.

M/O/T/, FOOD SERVICE DIRECTOR'S REPORT: John Strattard's report, included in the agenda packet, was reviewed.

SUPERINTENDENT'S REPORT: Doug Kaelin stated that the fencing and playground projects will hopefully be completed over the break. He is following up on the new bus purchase and its delivery. The transmission went out on another bus. Admin is updating Safety, LCAP, and A-G plans.

CBO'S REPORT: Analyn Dyer presented a Power Point summarizing the First Interim Budget Report.

BOARD MEMBER REPORTS: (added before first adjournment) Melissa A. Atteberry wanted to express how much she appreciates Kindergarten Teacher, Holly Perkins. She stated that her granddaughter and all the kids love her. M. America Navarro is excited about Beverly Landers going after the Community Hub School grant and feels like that would be a benefit to our town.

CONSENT AGENDA:

The Board approved the Consent Agenda Items A and B. MSCU (Atteberry/Navarro) 5/0

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

- A. Approve Inter-District Agreement Request(s) for the 2023-2024 and 2024-2025 school year
- B. Approve AP Vendor Check Register and Purchase Order Listing November 7, 2023 – November 30, 2023

ACTION ITEMS:

The Board approved Action Items A-G. MSCU (Navarro/Atteberry) 5/0

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

- A. Approve bid from Gaynor Telesystems for the Structured Communications Cabling System Project in the amount of \$136,368.70
- B. Approve invoice from Fletcher's Plumbing in the amount of \$39,069.80 to repair the gas leak
- C. Adopt the following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E) from the CSBA September release:
 - Board Policy 1160 - Political Processes*
 - Board Policy 1330 - Use of School Facilities*
 - Administrative Regulation 1330 - Use of School Facilities*
 - DELETE – Exhibit (1) 1330 - Use of School Facilities*
 - Administrative Regulation 3311-Bids*
 - Administrative Regulation 3311.3 - Design-Build Contracts*
 - Board Policy 3312 – Contracts*
 - Board Policy 3460 - Financial Reports and Accountability*
 - Board Policy 3551- Food Service Operations/Cafeteria Fund*

Administrative Regulation 3551 - Food Service Operations/Cafeteria Fund
Board Policy 4151/4251/4351 - Employee Compensation
Administrative Regulation 4217.3 - Layoff/Rehire
Board Policy 5131.9 - Academic Honesty
Board Policy 6154 - Homework/Makeup Work
Board Policy 6162.5 - Student Assessment
Administrative Regulation 7140 - Architectural and Engineering Services
Board Bylaw 9124 – Attorney

D. Adopt the following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E) from the CSBA October release:

Board Policy 0410 - Nondiscrimination in District Programs and Activities
Board Policy 1312.2 - Complaints Concerning Instructional Materials
Administrative Regulation 1312.2 - Complaints Concerning Instructional Materials
Exhibit (1) 1312.2 - Complaints Concerning Instructional Materials
Board Policy 1312.3 - Uniform Complaint Procedures
Administrative Regulation 1312.3 - Uniform Complaint Procedures
Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures
Exhibit (1) 1312.4 - Williams Uniform Complaint Procedures
Exhibit (2) 1312.4 - Williams Uniform Complaint Procedures
Board Policy 5145.3 - Nondiscrimination/Harassment
Board Policy 6143 - Courses of Study
Administrative Regulation 6143 - Courses of Study
Board Policy 6161.1 - Selection and Evaluation of Instructional Materials
Administrative Regulation 6161.1 - Selection and Evaluation of Instructional Materials
Exhibit (1) 6161.1 - Selection and Evaluation of Instructional Materials
Board Policy 6161.11 - Supplementary Instructional Materials
Board Policy 6163.1 - Library Media Centers

E. Approve contract with Jack Schreder & Associates for consulting services

F. Approve Attorney-Client Fee Contract with Minasian Law

G. Approve First Interim Budget

PERSONNEL ACTION ITEMS:

The Board approved Personnel Action Items A-H. MSCU (Atteberry/Navarro) 5/0

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

- A. Accept resignation of Kendall Milburn from the BHS Library Clerk position effective 11/20/2023
- B. Approve Cynthia Davis as a Substitute Instructional Aide
- C. Approve Vince Sormano as Co Ed Golf Coach
- D. Approve Aaron Bayless and Hollie Byers as BES Winter Program Directors
- E. Approve Dean of Students Job Description
- F. Approve changes to the Certificated Management Salary Schedule to include Dean of Students

G. End Consulting Services Agreement with Beverly Landers as of 11/30/2023

H. Approve hiring Beverly Landers as Dean of Students effective 12/01/2023

INFORMATION ITEMS - None

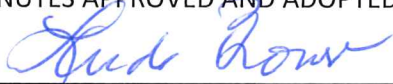
FUTURE ITEMS FOR DISCUSSION - None

The Board adjourned into Closed Session at 9:09 p.m. and reconvened to Open Session at 9:31 p.m.

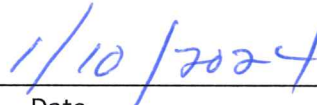
ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Brown reported that no action was taken in Closed Session.

ADJOURNMENT – 9:31 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.