

Minutes  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**November 8, 2023**

**OPEN SESSION**

**CALL TO ORDER** – President Brown called the meeting to order at 6:29 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 Amendments listed below)**

Add Action Item Number 13 C: Approve Agreement with Lozano Smith for legal services

Add Action Item Number 13 D: Approve MOU with Butte County Office of Education for Payroll and Retirement Processing

Add Personnel Action Item Number 14 D: Approve hiring retiree Bridgett Browning as an “as needed” Classified Substitute at her previous rate of \$25.76 per hour using One Time Funds

Add Personnel Action Item Number 14 E: Approve Jariah Booker as walk on Assistant Wrestling Coach

Add Personnel Action Item Number 14 F: Approve Riley Rutherford as walk on Assistant Boys Basketball Coach

Add Personnel Action Item Number 14 G: Approve Javier Guajardo as a Classified Substitute for Maint./Cust./Grounds

Add Personnel Action Item Number 14 H: Approve Rebecca Cowan as a Substitute Instructional Aide

**The Board approved the agenda as presented with Amendments.** MSCU (Navarro/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 October 11, 2023 as written.** MSCU (Avram/Atteberry) 5/0

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

**The Board adjourned into Closed Session at 6:30 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 7:14 pm and reconvened to Open Session at 7:14 pm.**

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 reported that no action was taken in Closed Session.

**PARENT ASSOCIATIONS REPORTS** – Janet Thao, President of PAWS, reported that the Fall Carnival was a success. The proceeds were divided among the teachers. They treated District staff to free drinks at a coffee truck parked on campus. They are planning a musical magic assembly for Monday November 13<sup>th</sup>. The Spirit Wear order is arriving after Thanksgiving.

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

**STUDENT REPORTS:**

ASB REPORT: There was not an ASB student representative in attendance, but Mr. Kaelin reported that they are busy planning winter homecoming, a blood drive, and a campus/town beautification project.

FFA REPORT: No student representative in attendance to give a report.

**PUBLIC COMMENT-** Christy Headley made comment regarding her concern over issues between her daughter and another high school student that resulted in a confrontation and a fight at a recent football game. She feels her daughter is being bullied and that something needs to be done about the safety of students on campus and at school events.

Jessica Lowry made comment regarding her concern about threats and bullying that seem to be stemming from one family in the District. She would like something to be done to ensure that her kids are safe on our campuses.

**REPORTS:**

ELEMENTARY SCHOOL PRINCIPAL'S REPORT: Principal Beverly Landers read her report and submitted it for the record.

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

HIGH SCHOOL PRINCIPAL'S REPORT: Principal Doug Kaelin reported that Connor McGee is heading up the conversation with staff concerning the creation of a site-wide Writing Rubric. Progress reports come out next week. Twenty FFA students competed in Gridley's Opening/Closing Ceremonies competition. Football is hosting a playoff game on Friday, and they hope to move further on into the playoffs. The Club Live event was successful. Tomorrow there will be a workshop in the library for seniors who need help filling out UC applications.

M/O/T/, FOOD SERVICE DIRECTOR'S REPORT: Mr. Kaelin reported that a gas leak was discovered behind the District Office building. Fletcher's Plumbing is working to fix it. A big thank you to former employee, Dave North, who came out to the District twice to give some history about work done in the past and to help map out the pipe layout.

SUPERINTENDENT'S REPORT: Superintendent Kaelin reported that he is processing applications for the Elementary School Counselor position. Interviews were held today for the Head Grounds / Bus Driver position. Budget reports are coming up in January.

CBO'S REPORT: CBO Analyst Dyer reported that the auditor visited the last week of October. There are no findings for school year 2022-2023. She is implementing fixes for the findings from the 2021-2022 audit. The first interim report will be presented in December.

BOARD MEMBER REPORTS: Nothing from the Board

**CONSENT AGENDA:**

**The Board approved 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 school year
- B. Approve AP Vendor Check Register and Purchase Order Listing October 5, 2023 – November 1, 2023

**ACTION ITEMS:**

**The Board approved Action Items A through D. MSCU (Phillips/Navarro) 5/0**

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

- A. Approve 6<sup>th</sup> grade overnight field trip to Shady Creek for April 8-12, 2024
- B. Approve purchase of bus from A-Z Bus Sales, Inc. in the amount of \$261,477.71 using ESSER III funds
- C. Approve Agreement with Lozano Smith for legal services
- D. Approve MOU with Butte County Office of Education for Payroll and Retirement Processing

**PERSONNEL ACTION ITEMS:**

**The Board approved Personnel Action Items A through H. MSCU (Navarro/Avram) 5/0**

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

- A. Approve Lisa Seipert as the Head JV Girls' Basketball coach for 2023-2024
- B. Approve Nicole Thomas as a Substitute Instructional Aide

- C. Approve Tiffany Andes as a Substitute Instructional Aide
- D. Approve hiring retiree Bridgett Browning as an “as needed” Classified Substitute at her previous rate of \$25.76 per hour using One Time Funds
- E. Approve Jariah Booker as walk on Assistant Wrestling Coach
- F. Approve Riley Rutherford as walk on Assistant Boys Basketball Coach
- G. Approve Javier Guajardo as a Classified Substitute for Maint./Cust./Grounds
- H. Approve Rebecca Cowan as a Substitute Instructional Aide

**INFORMATION ITEMS:**

- A. Bond – Superintendent Kaelin reported that he has spoken with advisors and they are going to make recommendations and guidelines for a bond committee. The board needs to decide what we would like to accomplish and set an amount. If approved, the Bond would be on the ballot in November of 2024. Some needs of the District include: new roof for the District Office, new portable classrooms, and a middle school gym. The matter will be an action item on the December 13, 2023 agenda.

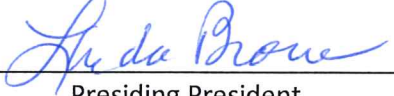
**FUTURE ITEMS FOR DISCUSSION** –We are having issues with the pool. Mr. Kaelin is dealing with Butte County regarding the funds needed to make repairs.

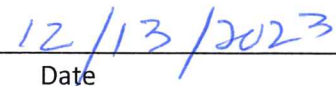
**The Board adjourned into Closed Session at 7:55 p.m. and reconvened to Open Session at 8:20 p.m.**

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

**ADJOURNMENT – 8:21 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.