

**Agenda**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**BOARD ROOM – 300 B Street**  
**September 5, 2012**  
**6:15 p.m. Closed Session**  
**7:00 p.m. Estimated Open Session**

**Board of Trustees Goals**

- ❖ To develop strategies and instructional delivery systems to ensure that all second language students receive appropriate instructional programs to meet their needs to ensure their opportunities to attain grade level expectancies.
- ❖ Consistent analysis of assessment data will be used to guide program instruction and identify areas in need of staff development.
- ❖ Administrative/teacher training and coaching in lesson design to improve instructional strategies and provide instructional support in order to facilitate students' ability to pass the high school exit exam.
- ❖ A continual process of K-12 students setting career goals correlated to their academic goals.
- ❖ Continued planning and budget reflection in regards to maintenance of existing facilities, as well as the building of new ones.
- ❖ To correlate the annual budget with the available resources to meet district goals.

**OPEN SESSION**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES** \* (Attached to Agenda)
  - A. August 1, 2012 and August 10, 2012

**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. Litigation; Pursuant to Government Code Section 54956.9
5. Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)

If Closed Session is not completed before 7:00 p.m., it will resume immediately following the open session/regular meeting.

**RECONVENE TO OPEN SESSION**

- 1. ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**
- 2. STUDENT REPRESENTATIVE REPORT**
- 3. SPECIAL PRESENTATION – Janelle Callaway**
- 4. PARENT ASSOCIATIONS REPORTS**
- 5. CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS**
- 6. PUBLIC COMMENT**

Anyone wishing to address the Board on items on or off the agenda may do so at this time. No action may be taken on items that are not listed as Action Items. Comments are limited to 3-5 minutes and 20 minutes each subject matter.

**7. REPORTS (Pursuant to the Brown Act: Gov. Code 854950 et.seq. - Reports are limited to announcements or brief descriptions of individual activities)**

- A. SUPERINTENDENT'S REPORT:  
HIGH SCHOOL AND CDS PRINCIPAL'S REPORT:
- B. ELEMENTARY SCHOOL PRINCIPAL'S REPORT:
- C. M/O/T AND FOOD SERVICE DIRECTOR'S REPORT:
- D. BOARD MEMBER REPORTS:

**8. CONSENT AGENDA \* (Loose)**

All matters listed under the Consent Agenda are routine and will be acted upon by one motion and vote. If an item needs further clarification and/or discussion, it may be removed from the Consent portion of the agenda and then be acted upon as a separate item.

- A. Approve Purchase Orders and Vendor Warrants
- B. Interdistrict Agreement Request(s) for the 2012/2013 school year
- C. Accept Resignation from : Brigitte O'Brien as High School Counselor/Student Services Coordinator, Misty Vargas as Bus Driver/Light Maintenance/Custodian, Diane Tabor as Instructional Aide and Holly Smith as Light Maintenance/Custodian/Grounds
- D. Approve Contract with JEG Consulting for ERATE Services \* P

**9. ACTION ITEMS**

- A. Adopt Resolution 2012/2013 # 1 – Workers Compensation – District Volunteers \* P 1

This item is self-explanatory. The Superintendent recommends adoption.

- B. Adopt Resolution 2012/2013 # 2 – Reduction of Classified Services \* P 2

This item is self-explanatory. The Superintendent recommends adoption.

- C. Consider Adding Biggs Elementary Lead Teacher Stipend of \$2,244 back into the Budget

The Board has approved this stipend every year because of need. The Superintendent recommends the Lead Teacher Stipend be put back into the budget.

- D. Adopt 2012/2013 High School Vice Principal Salary Schedule \* P 4

This salary schedule was created from neighboring starting salaries for our new Vice Principal position. The Superintendent recommends adoption.

- E. Approve Biggs Unified School District Board of Education Governance Handbook \* (loose)

The Board met on August 10, 2012 to create this handbook. The Superintendent recommends approval.

- F. Declare the following damaged and out of-date BHS textbooks as Surplus:

Three boxes with 28 textbooks  
Three boxes with 63 textbooks

- G. Adopt Resolution 2012/2013 #3 - Regarding Sufficiency of Instructional Materials for 2012/2013 as they relate to the Instructional Materials Funding Realignment program (IMFRP)\* P 5

- H. Adopt Resolution 2012/2013 # 4 - Adopt the "Gann" Limit for Fiscal Year 2012/13 \* P 8

- I. Certify Application for 2012-2013 K-3 Class Size Reduction Program Operations \* P 13
- J. Commit Fund 14 Ending Balance as of June 30, 2012 \* P 17
- K. Approve Authorization to Sign on Bank Accounts \* P 18
- L. Approve Unaudited Actuals for 2011/2012 \* P 24

#### **10. PERSONNEL ACTION**

- A. Approve Election of Steven Alvarez as 3/hr Light Maintenance/Custodian/Grounds at Richvale Elementary
- B. Approve Election of Forrest Klein as 6/hr Light Maintenance/Custodian/Grounds at Biggs High
- C. Approve Election of Javier Solis as Long-term Certificated Substitute on a STIP (Short-term Instructional Permit)
- D. Approve Election of Misty Vargas as Bus Driver/Light Maintenance/Custodian/Cook
- E. Approve Contract with Mike Pena as High School Vice Principal \* P 87
- F. Approve Election of Veronica Azevedo as 2-hr Attendance Clerk
- G. Approve Increase in Hours for Tim Sheridan to .86 FTE, Geri Clayton to .86 FTE and Carleen Charley to 1 FTE
- H. Approve Election of Cadie Honan as Substitute for the Substitute Caller
- I. Approve Election of the Following Gate Workers: Trena Swinney & Cadie Honan
- J. Approve Election of Gayle Prestigiaco as 5.5 hours/day Instructional Aide (1 hour increase)
- K. Approve Election of Substitute Instructional Aide Marla Wagner
- L. Approve Election of the following Stipend Positions for 2012/2013:
  - Elizabeth Mabray as Student Council Advisor
  - Scott Gates as Shady Creek Coordinator and Teacher
  - Barbara O'Brien as Star Testing Coordinator
  - Suzanne Francis as Star Testing Coordinator and BES Student Council Advisor
  - Cadie Honan as BHS Star Testing Coordinator
- M. Approve Election of Tim Sheridan as Varsity Girls Basketball Coach
- N. Approve Agriculture Extended Year Agreement with Stephen Boyes \* P 89

#### **11. INFORMATION ITEMS**

- A. Board Policies - First Reading: (BP: Board Policy; AR: Administrative Regulation; E: Exhibit) \* (Available for review in the District Office or Electronically upon request)
  - 1) BP 1250 - Community Relations; Visitors/Outsiders
  - 2) BP/AR 1312.3 - Community Relations; Uniform Complaint Procedures
  - 3) AR 3515.2 – Business & Noninstructional Operations; Disruptions
  - 4) BP 5131 – Students; Conduct
  - 5) BP/AR 5144.1 – Students; Suspension and Expulsion/Due Process
  - 6) AR 5144.2 – Students; Suspension and Expulsion/Due Process (Students with Disabilities)
  - 7) BP 5145.3 – Students; Nondiscrimination/Harassment
  - 8) E 5145.6 – Students; Parental Notifications
  - 9) BP/AR 5145.7 – Students; Sexual Harassment
  - 10) BP/AR 6145 – Instruction; Extracurricular and Cocurricular Activities
  - 11) AR 6159 – Instruction; Individualized Education Program

12) BP 6178.1 – Instruction; Work-Based Learning

**12. FUTURE ITEMS FOR DISCUSSION**

**13. ADJOURNMENT**

Notice to the Public: Please contact the Superintendent's Office at 868-1281 ext. 250 should you require a disability-related modification or accommodation in order to participate in the meeting. This request should be received at least 48 hours prior to the meeting in order to accommodate your request.