

**Minutes**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**August 1, 2012**

**OPEN SESSION**

**CALL TO ORDER:**

Kathryn Sheppard called the meeting to order at 6:06 p.m.

**ROLL CALL:**

Board members present: Terry Lattemore, Kathryn Sheppard, Dennis Slusser (7:30 p.m.), and Kari Wheeler

Board members absent: Kris Scott

The Superintendent was also present.

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF AGENDA:**

The Board approved the agenda as amended. MSCU (Wheeler/Lattemore) 3/0

**APPROVAL OF MINUTES :**

Minutes of June 27, 2012 were approved. MSCU (Lattemore/Wheeler) 3/0

The Board adjourned to closed session at 6:10 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. 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)

Closed Session was adjourned at 7:00 p.m.

**OPEN SESSION**

Kathryn Sheppard called the meeting to order at 7:09 p.m.

**ROLL CALL:**

Staff present: Doug Kaelin, Superintendent, Judy Jennings, Human Resources Officer, and Pam Ragan, Financial Officer

**ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION:**

There were no actions taken in closed session.

**1. SPECIAL RECOGNITION**

Student, Geneva Iversen-Krampitz, was honored for her winning art to be on the front of the Biggs Unified 2012/2013 Parent & Student Handbook.

**2. PARENT ASSOCIATIONS REPORTS**

Jennie Felkins gave a positive report on the Mel McLaughlin Wolverine Classic Golf Tournament. The next Tournament is planned for July 15, 2013.

**3. CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS**

Patty Jones reported the BUTA annual back-pack drive is underway. Teachers plan to start the 100-mile Club to encourage exercise for young people. BUTA's motto this year is "Let's work together". There is a brand new BUTA this year.

#### 4. PUBLIC COMMENT

There were no other public comments.

#### 5. REPORTS

##### A. SUPERINTENDENT'S REPORT: HIGH SCHOOL AND CDS PRINCIPAL'S REPORT:

Doug Kaelin reported on several interviews and vacancies to fill before school starts; August 15<sup>th</sup> students will return; August 14<sup>th</sup> is the Welcome Back Breakfast; cables were installed for the surveillance cameras for student safety and security; repairs from a flooded bathroom and a portion of that funding paid to paint the Administration building; new countertops at the high school; Richvale Elementary bathrooms were updated; some classrooms have new carpets and shelves at Biggs Elementary School (BES); Easy Readers installed at BES; and this year's theme is "One team, one goal, student success".

##### B. ELEMENTARY SCHOOL PRINCIPAL'S REPORT:

Mr. Kaelin reported that behavioral expectations were addressed District wide; Minden King went to a reading training institute; they are reviewing standards and triennial benchmark assessments; all staff will receive a blueprint for content standards; working on Parent Direct grade books and all assignments on the web page; new computer system in the cafeteria from a grant; and much positive energy.

##### C. M/O/T AND FOOD SERVICE DIRECTOR'S REPORT: This report was combined with the Superintendent's report.

##### D. BOARD MEMBER REPORTS: Kathryn Sheppard reported on the Golf Tournament.

Jennie Felkins said people were moving back to this area so their children can go to this school. She felt it was an honor to be part of this school.

#### 6. CONSENT AGENDA

The Board moved to approve the Consent Agenda. The motion failed.

- A. Interdistrict Agreement Request(s) for the 2012/2013 school year
- B. Accept Resignation from Brigitte O'Brien as High School Counselor/Student Services Coordinator

#### 7. ACTION ITEMS

The Board approved action items "A" through "E". MSCU (Wheeler/Lattermore) 3/0

- A. Approve Employment on a Credential Waiver for Minden King, Elementary Principal K-8

The Board approved the waiver.

- B. Approve Agricultural Career Technical Education Incentive Grant for 2012-13

The Board approved the grant.

- C. Approve Salary Schedule for Management to include School Psychologist

The Board approved the salary schedule as presented.

- D. Adopt BP 4030 – Nondiscrimination in Employment

The Board adopted BP 4030.

- E. Adopt Board Policy 4312.1 – Contracts

The Board adopted BP 4312.1.

**8. PERSONNEL ACTION**

The Board approved Personnel Action items “A” through “H”. MSCU (Lattemore/Wheeler) 3/0

- A. Approve Election of Veronica Azevedo as Office Clerk (4.5 hours/day)
- B. Approve Election of Tina DiFiore as Instructional Aide (5.67 hours)
- C. Approve Election of Short-term Instructional Aide (4.75 hours)  
This item was postponed.
- D. Approve Election of Stephen Boyes as Wood Shop and Welding Teacher
- E. Approve Election of Leanna Glander as Counselor/Student Services Coordinator at Biggs High School
- F. Approve Election of Heather (Opalinski) Keller as Special Education Teacher at Biggs Elementary School
- G. Approve Election of Debbie Blake as Part-time School Psychologist
- H. Consider Leave of Absence Request from Judy Witten, Instructional Aide, from October 3, 2012 to December 21, 2012

The Board approved the Leave of absence request for the first semester.

**9. FUTURE ITEMS FOR DISCUSSION**

Doug Kaelin reminded the Board of the Governance handbook workshop next Friday, August 10<sup>th</sup>, at 9:00 a.m

**ADJOURNMENT**

The meeting was adjourned at 7:38 p.m.

MINUTES APPROVED AND ADOPTED: \_\_\_\_\_ 9/5/12 \_\_\_\_\_

\_\_\_\_\_ Presiding Chairman

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.