

**Minutes**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**November 7, 2012**

**OPEN SESSION**

**CALL TO ORDER:**

Kathryn Sheppard called the meeting to order at 6:15 p.m.

**ROLL CALL:**

All Board Members were present. The Superintendent was also present.

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF AGENDA:**

The Board approved the agenda with changes. MSCU (Slusser/Lattemore) 5/0  
 Under Student Representative Report, "D" "Senior Trip" was added. The addendum added Action item "9. I." and "10. I through K". "Buster Callaway" was added to Personnel Action item "H. 2".

The Board moved to strike "8. C." from the Consent Agenda. MSCU (Slusser/Lattemore) 5/0

**APPROVAL OF MINUTES :**

Minutes of October 3, 2012 were approved. MSCU (Wheeler/Lattemore) 5/0

The Board adjourned to closed session at 6:20 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)
6. Suspended Expulsion of Student Identified by Number 2012-13#1; Pursuant to Education Code 35146 and 48918
7. Conference with Legal Counsel: Existing Litigation and/or Liability Claim: Hansen v. Biggs Unified School District; (Government Code section 54956.9 and/or Government Code section 54956.95)

The Board reconvened to open session at 7:11 p.m.

**RECONVENE TO OPEN SESSION**

**ROLL CALL:**

Board members present: Terry Lattemore, Kris Scott, Kathryn Sheppard, Dennis Slusser, and Kari Wheeler

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

**1. ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**

The Board unanimously approved Suspended Expulsion of Student Identified by Number 2012-13#1. The Board also took action to deny the Liability Claim: Hansen v. Biggs Unified School District; (Government Code section 54956.9 and/or Government Code section 54956.95) with a vote of 4/0 (Lattemore, Slusser, Wheeler, and Sheppard). There were no votes against this motion. Kris Scott was absent during the discussion and vote.

## 2. STUDENT REPRESENTATIVE REPORT

A. ASB – Callie Roles, President, reported on many athletic events and the homecoming game on October 19<sup>th</sup> and activities surrounding the game. The Sophomore class was the overall winner of the competitions. October 22-26 was Red Ribbon week and activities; students attended an academic rally on the 24<sup>th</sup> of October; students participated in a blood drive; a test was available for future military; tomorrow is an Every-15-Minutes meeting; Fall Sports Awards will be Tuesday, November 13<sup>th</sup> at 6:30 p.m.; January 26<sup>th</sup> is the MORP; February 8<sup>th</sup> is the basketball homecoming game; and February 9<sup>th</sup> is the FFA Sweetheart dinner.

B. FFA – Briana Crawford and Brendin Milbrath reported on Shasta Field Day (Farm Power Show); students placed 3<sup>rd</sup> in judging horses; students will go to Colusa High School for opening and closing ceremony; Krissi Crowhurst attended the National Convention, officers visited a senior home and the police department with treats; students are preparing projects for the Silver Dollar fair in Chico in May.

C. 2011/2012 Open Land Presentation – Two of the five students that planted crops on the open ground at the school farm were present to give the Board a report. Students must report to the Board before they will receive funds from their crops. Kendall Mattos and Garrett Garcia reported on a net income of \$14,000 for the five students. The students planted sun flowers and corn. Both students thanked the Board for the opportunity and lessons learned.

D. Senior Trip –Tiffany Schwartz gave the Board an outline of what they would like to do for the senior trip to San Diego on May 1-5, 2013. The Board wanted to make sure all students could attend the trip. Members also asked about flying v. a charter bus.

## 3. STUDENT AWARDS

1) Biggs High School: Neal Aaron Reha was awarded.

## 4. PARENT ASSOCIATIONS REPORTS

Terry Lattemore reported for the Richvale Parents Association. This Saturday is the annual Spaghetti feed. They are still looking for donations. There will be great raffle prizes.

Jennie Felkins reported there will be a Boosters Club meeting on Monday, November 12<sup>th</sup>, at 6:30 p.m. in the library. Tuesday will be the Fall Sports Awards.

## 5. CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS

Patty Jones announced BUTA is sponsoring a canned food drive and is partnering up with the Methodist Church in Biggs. Donors can drop off cans at all sites up to Christmas Break.

## 6. PUBLIC COMMENT

Patty Jones asked the Board to keep an open mind during BUTA mediation next week. Teachers were wearing matching shirts with the words, “Let’s work together”.

Robin Clark stated she was at the meeting as a concerned parent because one instructional aide was not rehired at Richvale Elementary. She asked the Board to hire the aide back.

Danelle Holt stated she waited 12 years for a COLA. She asked the Board to move forward and take care of each other.

Barbara O’Brien stated it was 12 years since they received a COLA. She asked the Board to consider the teachers of Biggs Unified.

## 7. REPORTS

- A. SUPERINTENDENT’S REPORT:  
HIGH SCHOOL AND CDS PRINCIPAL’S REPORT:

Superintendent, Doug Kaelin, reported on compiling the Civil Rights report; attended a meeting at Butte County Office of Education to learn about a program called Alumanate to replace Data Director; letters are being finalized regarding student performance; he attended a CIF meeting hosted by Biggs Unified; the school cell phone contract was changed from Nextel to Verizon for a significant savings each month; staff met with a copy machine company to look at copy savings; received a donation from for the Caldwell Pitts Scholarship; and looking at getting bids for waste management, but not too many options,

He reported staff will attend a counselor summit at Butte College; Cindy Stallman attended a workshop regarding common core standards and Special Education; they have parent conferences this week; 6 students suspended for marijuana; progress reports next week; 3 new students at BHS; and last Friday there was a teacher in-service.

CDS was going very well. Some students moved out. The students have mostly positive behavior.

Mr. Kaelin gave an extensive report on student testing data at Biggs High School. The data was broken down to numbers and graphs in grades 9, 10 and 11. That report included:

ELA, Math, and Science from 2007/2008 to 2011/2012. The 10<sup>th</sup> grade word analysis was above the state average. The math was not as strong as English Language Arts. Students in Geometry were performing much like the state average. Biggs High as a whole scores went up, but need to improve. With Earth Science and Chemistry, Biggs students out-performed the state in a few areas. World History 10<sup>th</sup> grade students did not do well compared to the state.

He also reported on EL students 2012/13 with longitudinal math 7-11 grades.

Mr. Kaelin concluded with a list of 8 solutions to “What are we doing with the data”. To summarize the eight items is the following: 1) Meet with teachers and evaluate; 2) Review instructional strategies; 3) Share with staff; 4) Focus vocabulary list all subjects; 5) Teachers were provided a binder with blue prints; 6) Student test chats; 7) Teachers list of current student scores; and 8) Friday class time to review CST release question. Mr. Kaelin stated the State of California wanted to know who is proficient.

Terry Lattemore stated clearly math needed work. He requested a monthly report on steps taken for improvement.

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

Minden King, Elementary Principal, reported on a great article about Biggs Unified school improvements in the Gridley Herald; students working on Reading Mastery; an author visited the school; classes went to neighboring pumpkin patches and the Oroville Fish Hatchery; students encouraged to walk, bike, or roll to school for exercise; students had a drug awareness assembly; and she thanked Kris Scott and Pam Sheppard for their help with the assembly. Students carved pumpkins on Halloween day; some students went to Cal Skate on Halloween; thanked Melissa Atteberry for a donation left from the Cal Skate night; annual spaghetti feed at Richvale this Saturday; instructional aides attended a workshop to help with instruction; this week there are parent conferences; Richvale API scores up 7 points and they are placed 5<sup>th</sup> in the County; Biggs Elementary had a 12 point API gain; and all teachers, staff, and parents were thanked. She stated they were all headed in the right direction.

#### C. M/O/T AND FOOD SERVICE DIRECTOR’S REPORT:

Doug Kaelin reported maintenance had moved a metal container for storage of cum files; another storage container was placed near the bus barn for lawn mowers and other storage; staff looking to sub contract out bus maintenance; Nelda Andes is working with a new computer system for food service; staff is working with the security camera company to fix a few problems; and Nelda Andes was working on getting all the free and reduced lunch forms returned. The State was impressed with the number of forms she was able to complete.

#### D. BOARD MEMBER REPORTS:

Kris Scott enjoyed all the homecoming activities. They did a great job.

### 8. CONSENT AGENDA

The Consent Agenda was approved. MSCU (Slusser/Lattemore) 5/0

A. Approve Purchase Orders and Vendor Warrants

B. Interdistrict Agreement Request(s) for the 2012/2013 school year

C. ~~Approve Suspended Expulsion of Student Identified by Number 2012/13 #1~~

## 9. ACTION ITEMS

The Board moved to adopt and approve Action Items A-D. MSCU (Lattemore/Slusser) 5/0

**A.** Adopt the following Board Policy (BP), Administrative Regulation (AR), Board Bylaws (BB) and Exhibits (E):

- 1) AR 4112.6/4212.6/4312.6 – All Personnel; Personnel Files
- 2) BP and E 4112.9/4212.9/4312.9 – All Personnel; Employee Notifications
- 3) BP 4119.1/4219.1/4319.1 – All Personnel; Civil and Legal Rights
- 4) BP 4119.21/4219.21/4319.21 – All Personnel; Professional Standards
- 5) BP 4121 – Certificated Personnel; Temporary/Substitute Personnel
- 6) E 4319.21 – Administrative and Supervisory Personnel; Professional Standards
- 7) BP/AR 5112.3 – Students; Student Leave of Absence
- 8) BP 5141.33 – Students; Head Lice
- 9) AR 5144.1 - Students; Suspension and Expulsion/Due Process
- 10) AR 6146.2 – Instruction; Certificate of Proficiency/High School Equivalency
- 11) BP/AR 6178 – Instruction; Career Technical Education
- 12) BB 9321 – Board Bylaws; Closed Session Purposes and Agendas

**B.** Approve Master Contract with Individual Service Agreements (ISA) for Fiscal Year 2012/2013 – General Agreement for Nonsectarian, Nonpublic School and Agency Services

**C.** Approve Memorandum of Understanding between Biggs Unified School District and Butte County Office of Education regarding the After-School Education and Safety program (ASES)

**D.** Declare the following Textbooks and Supporting Materials as Surplus

Approximately 40 boxes K through 5<sup>th</sup> grades of HSP Math textbooks. This includes textbooks, workbooks, and teacher materials.

**E.** Approve Overnight Senior Class Trip to San Diego

The Board approved the overnight senior class trip to San Diego from May 1, 2013 to May 5, 2013. The proposed schedule for the trip was not part of the vote. MSCU (Lattemore/Wheeler) 5/0

The Board moved to approve and adopt items “F” through “H”. MSCU (Slusser/Lattemore) 5/0

**F.** Set Date of Board of Trustee Annual Organizational Meeting for December 5, 2012

**G.** Approve Lifetime Athletic Pass to Janelle Callaway, Brooke Martin, and Sue McDonell

The Board approved lifetime athletic passes for Janelle Callaway, Brooke Martin, and Sue McDonell.

**H.** Adopt Textbooks as listed Below

The Board adopted the following textbooks:

Saxon Math, K, 1, 2, 3, 4, 5, Intermediate 3-5 Adaptations, Course 1,2,3, and Algebra I; by Stephen Hake; Houghton Mifflin Harcourt Publishing Company and Stephen Hake; 2012 – for K-8 math.

**I.** Approve Resolution to Acknowledge Financial Hardship Funding Application is Subject to New Regulations.

The Board adopted Resolution 2012/13#5 to Acknowledge Financial Hardship Funding Application is Subject to New Regulations. MSCU (Lattemore/Slusser) 5/0

## 10. PERSONNEL ACTION

The Board moved to approve Personnel Action items “A-K”. MSCU (Slusser/Lattemore) 5/0

- A. Approve Election of Substitute Instructional Aides: Emily Honan, Jennifer Horton, Pamela Hewitt, Veronica Alejo, Kimberly McCracken, Dennis Haley, Selina Pina, Dawn Denise Hicks, Elizabeth Morris, and Kimberly Wolfe
- B. Approve Election of Substitute Teachers: Gregory Hubanks, Katherine Sachs, Marcus Hopkins, Simon Lamson, Donald Schroeder, Brooke Fisher, Diana Andersen, William Brenton and Allyson Mclay
- C. Approve Election of Jill Rosebush as Part-time (3 hours/day) Instructional Aide at Richvale Elementary
- D. Approve Election of Trulise Crayton as Part-time Short-term (4.75 hours/day) Instructional Aide at Biggs Elementary until December 21, 2012
- E. Approve Election of Isaac Perez as Short-term Part-time Tutor at Biggs High School
- F. Approve Election of Diane Brown and Patty Jones as ½ each Richvale Lead Teachers
- G. Approve Election of Emily Honan as (5.67 hours/day) Instructional Aide
- H. Approve Election of the following Coaches:
  - 1) Trulise Crayton as Girls JV Basketball Coach
  - 2) Buster Callaway as JV Boys Basketball Coach
- I. Approve Election of the Following Coaches:
  - a) Javier Solis – Varsity Baseball
- J. Approve Election of the Following Volunteer Coaches:
  - a) Leo Cano – Coed Soccer
  - b) Joseph Honan – Wrestling
  - c) Chip Crawford – Wrestling
  - d) Rich Cain – Wrestling
  - e) Johnny Ceballos – Wrestling
- K. Approve Election of Israel Farfan as Short-term part-time Tutor at Biggs High School

## 11. INFORMATION ITEMS

- A. Correspondence dated October 9, 2012 from C. Linda Barnes, Butte County Treasurer-Tax Collector  
The Board received the correspondence.

## 12. FUTURE ITEMS FOR DISCUSSION

Terry Lattemore stated the District needs a comprehensive maintenance plan within the next 3-4 Board meetings. The plan needs to be in writing and be presented to the Board by the Director of MOT.

Mr. Lattemore was concerned about the vulnerability of the District technology services. With only one technology person on campus, he felt the District was exceedingly vulnerable. He requested a presentation to the Board, by the Technology Coordinator, regarding Biggs Unified Technology, its backup and recovery capabilities, and how the District is protected should the current Technology Coordinator be unable to perform his duties.

Mr. Lattemore requested the District place additional emphasis on expanding the uses of Data Director and Aeries to provide additional diagnostic tools to help identify weaknesses in the current instructional delivery as well as to better assist student understanding of the various subjects being taught.

Kris Scott appreciated the reports and action plans. She would also like to see the monthly reports.

Kari Wheeler agreed with a monthly report on student progress. She wanted to keep teachers in the loop. Ms. Wheeler would like to see Biggs High School more active in the ROP program. Doug Kaelin stated he had contacted Paul Watters to see what they can do for Biggs High.

**ADJOURNMENT**

The meeting was adjourned at 8:52 p.m.

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

\_\_\_\_\_ 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.