

**Minutes**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**June 5, 2013**

**OPEN SESSION**

**CALL TO ORDER:**

Terry Lattimore called the meeting to order at 6:05 p.m.

**ROLL CALL:**

All Board Members were present. Dennis Slusser was present by teleconference. The Superintendent was also present.

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF AGENDA:**

The Board approved the agenda. Personnel item 8.E. was changed to Heather Dworak. MSCU (Clark/Sheppard) 5/0

**APPROVAL OF MINUTES :**

Minutes of May 1, 2013 were approved. MSCU (Wheeler/Clark) 5/0

The Board adjourned to closed session at 6:07 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 6:58 p.m.

**OPEN SESSION**

Terry Lattimore called the meeting to order at 7:03 p.m.

**ROLL CALL:**

Board members present: Robin Clark, Terry Lattimore, Kathryn Sheppard, Dennis Slusser, and Kari Wheeler

Staff present: Doug Kaelin, Superintendent, Minden King, Elementary Principal, Judy Jennings, Human Resources Officer, Pam Ragan, Financial Officer and Nelda Andes, Director of M/O/T and Food Service

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

There were no actions taken in closed session.

**2. PARENT ASSOCIATIONS REPORTS**

Jennie Felkins, Tournament Co-Chairperson, gave the Board information and reported on the Biggs High School Sports Booster Club Golf Tournament. She thanked the district for all the help with softball.

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

There were no reports.

**4. PUBLIC COMMENT**

Jennie Felkins discussed the action agenda item "Biggs High School Eligibility Packet and Athletic Code of Conduct". She requested the Board table this item until the code can be adjusted to meet the needs of the kids and inconsistencies with discipline.

## 5. REPORTS

- A. **M/O/T AND FOOD SERVICE DIRECTOR'S REPORT:** Nelda Andes reported her staff was busy setting up for many end-of-year activities, such as awards assembly and graduations. Her staff was down 2-3 people during this busy time. She thanked Brigitt Browning and Steven Alvarez for stepping up to the plate. They had finished sprinklers, put in new carpet in some classrooms; put in new cabinets, and worked at Richvale with a water structure cover.
- B. **SUPERINTENDENT'S REPORT:**  
**HIGH SCHOOL AND CDS PRINCIPAL'S REPORT:** Doug Kaelin reported a very hectic May. The senior trip went well; skip day and graduation went well; a letter was received from a grandparent complimenting Biggs graduation compared to other schools; summer school has started with 23 students in math; he is keeping an eye on the state finances with Small School Districts Association working to keep protecting the small school districts; every opening in the district is filled; working on policies; and Dave Niemeyer working on technology.
- C. **ELEMENTARY SCHOOL PRINCIPAL'S REPORT:** Minden King reported on the May activities, which included Special Olympics, Richvale School Smarter Balance Assessment Consortium Common Sore Testing; Biggs Open House; Biggs First Grade Spring Fling; Rite of Passage for 8<sup>th</sup> graders; Spring Sing at Richvale; Pond Ecology Day at Tammie Loftin's home; kindergarten performances; Richvale promotion Ceremonies; 8<sup>th</sup> grade graduation; and the last staff development day. She was excited about three new teachers at the elementary. Next year Transitional Kindergarten will be offered. The quad building will become a Wolverine learning Center. The Wilbur Ellis Corporation generously donated \$15,000 towards a purchase of new computers.
- D. **BOARD MEMBER REPORTS:**  
 Robin Clark stated the graduation looked nice and went well. She thanked those responsible.
- Kari Wheeler enjoyed seeing the teachers back in their robes during graduation. She commended Stephen Boyes with improvements at the live stock auction. He works well with the students.
- Terry Lattimore felt the 6<sup>th</sup> grade promotion and 8<sup>th</sup> grade graduations went well. He felt the rewards and scholarships were remarkable. He stated we can be very proud of the district. There is a lot to feel good about. He thanked all.
- Dennis Slusser stated the Night of the Stars went well. He thanked Nelda Andes, Dave Browning, Brigitt Browning and Forrest Klein for their help with the end-of- the- year events. Terry Lattimore thanked Dennis Slusser for his help with the sound system.

## 6. CONSENT AGENDA

The Board approved the consent agenda. MSCU (Slusser/Sheppard) 5/0

- A. Interdistrict Agreement Request(s) for the 2013/2014 school year
- B. Accept Resignation from : Bethany Mercer and Dave Withrow

## 7. ACTION ITEMS

The Board approved action items A,B,D,E. MSCU (Wheeler/Sheppard) 5/0

- A. Adopt Board Policy (BP), Administrative Regulations (AR) and Exhibits (E) as follows:  
 The following policies were adopted.
- 1) BP 1325 – Community Relations – Advertising and Promotion
  - 2) BP 1330 – Community Relations – Use of School Facilities
  - 3) BP/AR 3460 – Business & Noninstructional Operations – Financial Reports and Accountability
  - 4) BP/AR 3514.1 - Business & Noninstructional Operations – Hazardous Substances
  - 5) BP 3580 - Business & Noninstructional Operations – District Records
  - 6) E 4112.9 – All Personnel – Employee Notifications
  - 7) BP 5030 – Students – Student Wellness
  - 8) BP 5131.2 – Students – Bullying

- 9) BP 5145.3 – Students – Nondiscrimination/Harassment
- 10) E 5145.6 – Students – Parental Notifications
- 11) AR 6112 – Instruction – School Day
- 12) BP 6159.2 – Instruction – Nonpublic, Nonsectarian School and Agency Services for Special Education
- 13) BP 6161.1 – Instruction – Library Media Centers
- 14) BP/AR 6164.6 – Instruction – Identification and Education Under Section 504
- 15) BB 9130 – Board Bylaws – Board Committees
- 16) BB 9220 – Board Bylaws – Board of Trustees Elections

**B. Approve Declaration of Need for Fully Qualified Educators**

The Board approved the Declaration.

**C. Approve Biggs High School Eligibility Packet and Athletic Code of Conduct**

The Board moved to adopt the code with the addition of “principal” with the athletic director under L1. (page 15) MSCU (Wheeler/Clark) 3/2 (Sheppard and Slusser opposed)

**D. Adopt the Biggs High School Single Plan for Student Achievement**

The plan was adopted.

**E. Approve California Department of Education Tobacco-Free School District Certification**

The certification was approved.

**8. PERSONNEL ACTION**

The Board approved personnel action items A through M as noted (Sheppard/Clark) 5/0

- A. Approve Election of Steven Alvarez as Short-term Part-time Summer Light Maintenance/Custodian/Grounds
- B. Approve Election of Angela Thompson as Summer Assistant Pool Manager/Clerk
- C. Approve Election of the following Lifeguards: Christina Crowhurst, Nathan Callaway and Adam Sharrock
- D. Approve Election of Troy Barker as Elementary School Teacher
- E. Approve Election of Heather Dworak as Elementary School Teacher
- F. Approve Election of Peter Howell as High School Math Teacher
- G. Approve Election of Casey Smith as High School English Teacher
- H. Approve Election of Rachel Davies as Elementary Special Education Teacher
- I. Approve Agriculture Teacher Extended Year Agreement with Carleen Charley
- J. Approve Agriculture Teacher Extended Year Agreement with Stephen Boyes
- K. Approve Technology Coordinator Extended Year Agreement with Dave Niemeyer
- L. Approve Contract of Employment for District Superintendent/Principal
- M. Approve Election of Biggs High School 2013 Summer School Teachers:

- 1) ~~Greg Kitchen for English~~ (this item was removed) MSCU (Sheppard/Clark) 5/0
- 2) Pete Howell for Math

**9. INFORMATION ITEMS**

A. Correspondence dated May 14, 2013 from Butte County Office of Election regarding Spring Expenditure Testing Program

The Board received the correspondence. Terry Lattemore commended Julie Ellcessor for her work with accounts payable.

#### 10. FUTURE ITEMS FOR DISCUSSION

Doug Kaelin asked the Board for items to discuss at the June 13<sup>th</sup> Board retreat.

Dennis Slusser asked about Biggs Elementary and Biggs High School renovation plans. He asked about shutting down some of the portables.

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#### ADJOURNMENT

The meeting was adjourned at 7:45 p.m.

MINUTES APPROVED AND ADOPTED: August 14, 2013



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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.