

Minutes  
BIGGS UNIFIED SCHOOL DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 2, 2020

**OPEN SESSION**

**CALL TO ORDER** – President Phillips called the meeting to order at 6:38 p.m.

**SWEARING-IN CEREMONY**

Superintendent Kaelin swore in returning board members Jonna Phillips and Linda Brown. He presented them with their certificates.

**ROLL CALL - Board members present:** Kathryn Sheppard, America Navarro, Jonna Phillips, Dennis Slusser and Linda Brown.

**PLEDGE OF ALLEGIANCE** – President Phillips lead the Pledge of Allegiance.

**APPROVAL OF AGENDA**

The Board approved the agenda with no changes or additions. MSCU (Slusser/Navarro) 5/0

**APPROVAL OF MINUTES**

The Board approved the minutes from the November 4, 2020 regular Board meeting as written. MSCU (Slusser/Sheppard) 5/0

The Board adjourned into Closed Session at 6:41 pm

**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

Closed Session was adjourned at 7:09 pm and reconvened to Open Session.

Staff Present: Doug Kaelin, Superintendent; LaQuita Ulrich, Elementary Principal, Tyler Rutledge, High School Principal, Lorelle Mudd, CBO and Donna Cyr, Admin. Assist. & HR Director

**ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION** – President Phillips announced no action was taken during Closed Session.

**ACTION ITEM - ANNUAL ORGANIZATIONAL MEETING**

A. ELECTION OF OFFICERS

1. *President* – Jonna Phillips

Dennis Slusser nominated Jonna Phillips. There were no other nominations. MSCU (Slusser/Sheppard) 5/0

2. *Vice President* – M. America Navarro

Dennis Slusser nominated America Navarro. There were no other nominations. MSCU (Slusser/Sheppard) 5/0

*Clerk* – Linda Brown

Kathryn Sheppard nominated Linda Brown. There were no other nominations. MSCU (Sheppard/Slusser) 5/0

## 3. Establishment of Regular Meetings

The Board will keep the meeting time and place the same for 2021. The Board will meet the first Wednesday every month unless there is a holiday. There will only be a second meeting on the third Wednesday each month when necessary. The meeting time remains at 7:00 p.m. MSCU (Sheppard/Navarro) 5/0

## 4. Selection of Board of Trustees Representatives

Dennis Slusser motioned that all Representatives remain the same. MSCU (Slusser/Navarro) 5/0

- a) Representative to City Council – Linda Brown
- b) Representative to LCAP Committee – Jonna Phillips
- c) Representative to Biggs/Richvale Educational Foundation – America Navarro
- d) Representatives to Negotiation Teams: Biggs Unified Teachers Association (BUTA) and California School Employees Association (CSEA) - Dennis Slusser to serve as BUTA rep. and Kathryn Sheppard will be serving with CSEA. Jonna Phillips will be the alternate for BUTA and CSEA.

## 5. Secretary to the Board – Doug Kaelin, Superintendent

Linda Brown nominated Doug Kaelin. There were no other nominations. MSCU (Brown/Slusser) 5/0

**PARENT ASSOCIATIONS REPORTS** – No Parent report.

**CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS** - No report for CSEA or BUTA.

**PUBLIC COMMENT** – No Public Comments

**REPORTS:****ELEMENTARY SCHOOL PRINCIPAL'S REPORT:**

Principal Ulrich gave the report:

- The Spaghetti Feed was very successful. There was a good turnout. Raffle was a huge hit.
- BES has expanded in person learning to Kindergarten through 3<sup>rd</sup> grade & 8<sup>th</sup> grade to four days a week. Students are excited. We are being pro-active on parent pick up & drop off.
- We are diligent on calling parents if students are ill.
- Working with parents on student instruction
- We are working hard on the social emotional side with students. Defining the needs of the students – students that are withdrawn and inward. Mrs. Pfister is providing weekly Character Strong lessons.
- Trying to continue with the norm by having the Math-a-thon, Toys for Tots drive and a Sock & Coat Drive and school spirit.
- Younger grades have increased their small groups using guided reading and SIPPS. Some students are receiving a triple dose of either math or reading with a 1:1 session with a paraprofessional.

1. BES Academic Support Team – Mrs. Pfister and Mrs. Robinson presented a report on their 8<sup>th</sup> grade intervention strategies to ensure high school readiness. They gave 8<sup>th</sup> grade students an extra opportunity after school to bring

up their grades in any of their five core classes. Overall, it was very successful for both the students and their parents. All questions were answered. The report is attached.

#### HIGH SCHOOL PRINCIPAL'S REPORT:

Principal Rutledge gave the report:

- Principal Rutledge stated that the new freshmen are doing great at the high school and adjusting well.
- ASB is working hard on spirit posters for the campus, their annual Secret Santa, and a Shout Out wall conveying positive messages to teachers, staff and students. Christmas wreath sales made \$2,000. Future plans are Zoom Rally's, a small scale Homecoming (candidates only) and dress up days.
- FFA placed 3<sup>rd</sup> at the Novice team at Opening & Closing, Lucas Romena and Jazmin Ibarra received "High individual award"; holding a virtual Floral contest next Wed. Annual canned food drive happening now until Dec. 5<sup>th</sup>
- CIF has put practices on hold until next year.
- Chris Hall, math teacher, is working on plans to help students in math deficit areas. He would like to give a presentation to the Board.
- Staff meetings are going well – heavy technology emphasis.

#### M/O/T/, FOOD SERVICE and SUPERINTENDENT'S REPORT:

Superintendent Kaelin gave the report:

- Meals have been pushed to the Community Hall. We are serving over 200 meals a day and we are serving hot meals. It's going well.
- The Grounds crew are doing a great job. Maintenance is going very well.
- The front of the High School was landscaped.
- The new phone system has been installed.
- The fire alarm system is installed and the new clock / intercom system will hopefully be done next week.
- Construction is winding down.
- RES is almost completed.
- The District has been rekeyed.

#### FINANCIAL REPORT:

1. First Interim Budget

Mrs. Mudd gave the First Interim budget report and went over the PowerPoint presentation. She explained the CARES dollars and also identified areas of concern of future multiyear projections. All questions from the Board were answered. (PowerPoint Presentation is attached)

2. Budget Overview Report for Parents

Mrs. Mudd and Superintendent Kaelin went over the LCFF Budget Overview for Parents report. President Phillips would like the student dollars broken out.

BOARD MEMBER REPORTS: Nothing from the Board

#### **CONSENT AGENDA**

The Board approved the Consent Agenda Item A. MSCU (Sheppard/Navarro) 5/0

- A. Approve Inter-district Agreement Request(s) for the 2020-2021 school year

#### **ACTION ITEMS**

The Board approved Action Items A & B. Approve item C with revision to Budget Overview breaking out the High Needs Student dollars. MSCU (Navarro/Slusser) 5/0

- A. Approve First Interim Budget

- B. Adopt the Following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E):
  - E 1113 - Community Relations – District and School Web Sites - added
  - BP 3280 - Business and Noninstructional Operations – Sale or Lease of District-Owned Real Property - updated
  - BP/AR 3530 - Business and Noninstructional Operations – Risk Management/Insurance - updated
  - BP/AR 4119.11/4219.11/4319.11 – Personnel –Sexual Harassment - updated
  - AR 4119.12/4219.12/4319.12 – Personnel – Title IX Sexual Harassment Complaint Procedures - updated
  - E 4119.12/4219.12/4319.12 – Personnel – Title IX Sexual Harassment Complaint Procedures - added
  - BP/AR 4157/4257/4357 – Personnel –Employee Safety - updated
  - AR 4157.1 – Personnel –Work-Related Injuries - updated
  - BP/AR 5113.1 - Students – Chronic Absence and Truancy - updated
  - AR 5113.11 - Students – Attendance Supervision - updated
  - BP/AR 5145.7- Students – Sexual Harassment - updated
  - AR 5145.71 - Students – Title IX Sexual Harassment Complaint Procedures - updated
  - E 5145.71 - Students – Title IX Sexual Harassment Complaint Procedures - added
  - BP/AR 6161.1 – Instruction – Selection and Evaluation of Instructional Materials - updated
  - E 9323.2 – Board Bylaws – Actions by the Board - updated

C. Approve Budget Overview for Parents – *with revisions as noted*

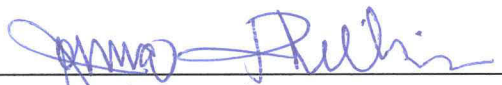
**INFORMATION ITEMS –**

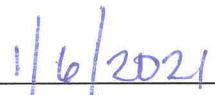
A. 2019-2020 Local Control and Accountability Plan Federal Addendum Approval – Superintendent Kaelin wanted the Board to see letter from the State regarding the SBE accepting our LCAP Federal Addendum.

**FUTURE ITEMS FOR DISCUSSION** - Nothing reported.

**ADJOURNMENT** - The meeting was adjourned at 8:19 pm

**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.



# BIGGS UNIFIED SCHOOL DISTRICT

2020/2021

1<sup>st</sup> Interim Budget

December 2, 2020

# Budget Assumptions

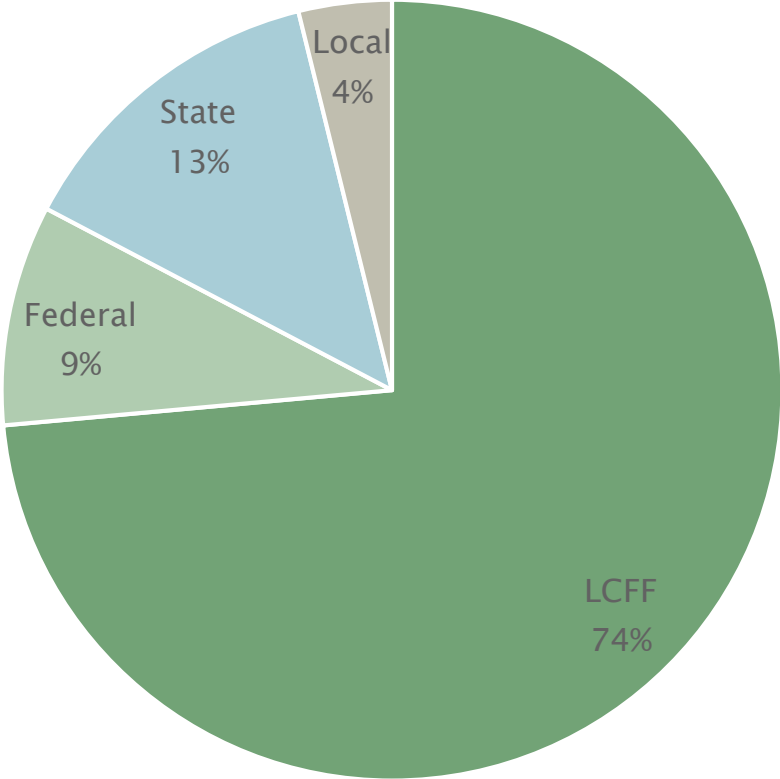
## General Fund

- LCFF Revenue
  - 2.31% COLA ADA – funding suspended
  - Deficit factor of 0.00%
- ADA 562.7 based on prior year guarantee
- 16.15% STRS Employer Rate
- 20.70% PERS Employer Rate
- All salary negotiations are settled and included in report.

*Assumptions are made in accordance with School Services of California Dartboard, a widely accepted projection data sheet.*

# Projected Revenues

Category	Increase (Decrease)
LCFF	(\$26,832)
Federal	(\$25,432)
State	\$509,596**
Local	\$26,702
Total	\$484,034

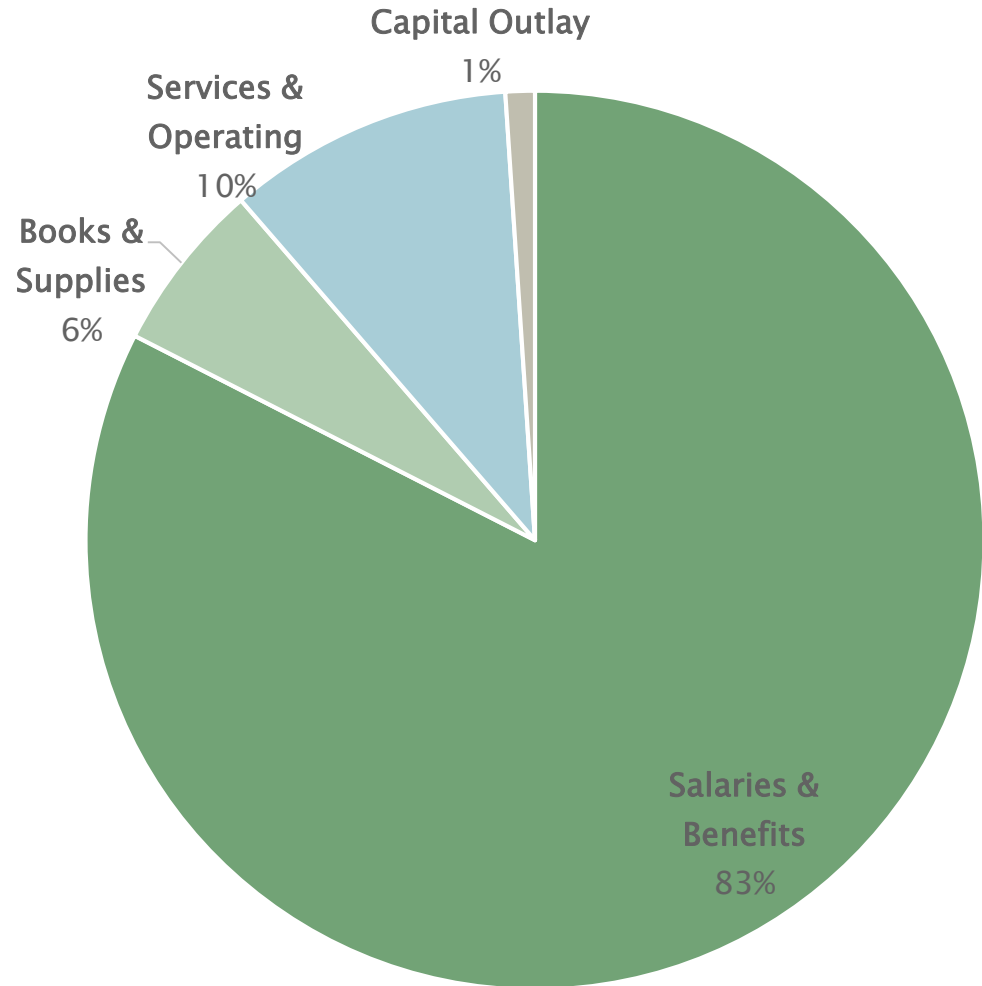


\*\*Includes CARES Dollars.

■ LCFF ■ Federal ■ State ■ Local

# Projected Expenditures

Category	Increase (Decrease)
Salaries & Benefits	(\$94,372)
Books & Supplies	\$137,431
Services & Operating	\$61,863
Capital Outlay	\$70,150





# Projected Expenditures

4000's	2017-18	2018-19	2019-20	2020-21
Actual	\$ 458,663	\$ 416,683	\$ 303,700	\$ 326,499
Remove Curriculum	\$ (42,282)	\$ (59,063)	\$ (2,477)	\$ (40,000)
Remove Grant Exp	\$ (95,922)	\$ (52,229)	\$ (14,808)	
Total	\$ 320,459	\$ 305,391	\$ 286,414	\$ 286,499

5000's	2017-18	2018-19	2019-20	2020-21
Actual	\$ 646,123	\$ 639,410	\$ 893,427	\$ 682,851
Remove Grant Exp	\$ (17,090)	\$ (30,587)	\$ (33,268)	
Remove Bleacher Exp			\$ (162,475)	
Total	\$ 629,033	\$ 608,823	\$ 697,684	\$ 682,851

Increase includes \$35,000 increase insurance rates

# Projected Expenditures

6000's	2017-18	2018-19	2019-20	2020-21
Actual	\$ 288,692	\$ 228,950	\$ 156,501	\$ 80,150
Remove Bleacher Exp	\$ (117,522)	\$ (73,585)	\$ (21,337)	
Remove 1x Exp		\$ (22,142)	\$ (117,125)	
Remove Grant Exp	\$ (156,066)	\$ (114,768)		
Total	\$ 15,104	\$ 18,455	\$ 18,039	\$ 80,150

1x Expense: 18/19 BES Concrete  
19/20 Bus and Cameras

# Multi Year Projection (MYP) Assumptions

- 2021/22
  - 0% Cola
  - 564 Funded ADA
  - 16.00% STRS
  - 23.00% PERS
- 2022/23
  - 0% Cola
  - 518 Funded ADA
  - 18.10% STRS
  - 26.30% PERS
- Step/Column advancement
- Budgeted carryover and one-time funds have been removed
- One-time revenues have been removed
- ADA is forecasted at 93.5% attendance

*Assumptions are made in accordance with School Services of California Dartboard, a widely accepted projection data sheet.*

# Enrollment

- ▶ Enrollment was projected using a 3-year average cohort survival rate.
- ▶ There has been a general decline over the past few years in enrollment with our current 3<sup>rd</sup> and 7<sup>th</sup> grades far below average.
- ▶ While we have little control over enrollment, to maintain our revenue the District needs to continue to focus on attendance. Reaching 95% attendance can increase our revenue almost \$50K per year.

Grade	20/21	21/22	22/23
TK	11	8	11
K	47	37	47
1	52	41	35
2	44	44	35
3	39	33	46
4	42	42	31
5	42	48	42
6	40	48	41
7	37	30	56
8	44	38	32
9	47	47	40
10	46	39	46
11	59	59	39
12	50	47	53
Total	563	561	553

# NSS Funding Tier for BHS

Grade	20/21	21/22	22/23
9	47	47	40
10	46	39	46
11	59	59	39
12	50	47	53
Total	202	192	178
93.5% ADA	188.87	179.52	166.43

Continued enrollment and attendance trends put BHS on the cusp of moving to a lower funding tier, resulting in a loss in revenue of \$133K.

ADA	LCFF Revenue
20-38	\$724,405
39-57	\$857,450
58-71	\$990,495
72-86	\$1,123,540
87-100	\$1,256,585
101-114	\$1,389,630
115-129	\$1,522,675
130-143	\$1,655,720
144-171	<b>\$1,788,765**</b>
<b>172-210</b>	<b>\$1,921,810*</b>
211-248	\$2,054,855
249-286	\$2,187,900

\*20/21 Funding Tier

\*\* Projected tier 22/23

# Multi-Year Projections

Ed Code requires that all budget presentations include current year plus the two out years. Districts who are able to show that they can meet financial obligations for all three years are certified as Positive.

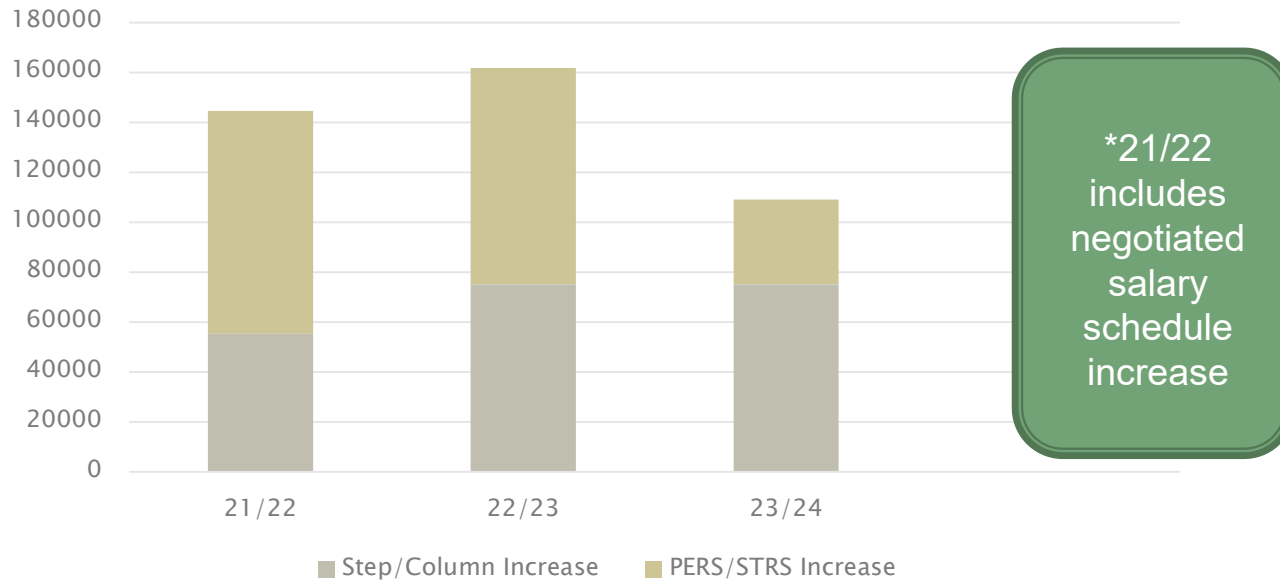
	20/21	21/22	22/23
Revenues	8,365,238	7,540,691	7,286,032
Expenditures	7,909,532	8,015,565	8,177,326
Excess (Deficiency)	455,706	(474,874)	(891,294)
Beg. Fund Balance	2,081,052*	2,536,758	2,061,883
<b>EFB</b>	<b>2,536,758</b>	<b>2,061,883</b>	<b>1,170,589</b>
Fund 17 Balance	622,375	622,375	622,375
<b>Total DEU</b>	<b>3,159,133</b>	<b>2,684,258</b>	<b>1,792,964</b>

**Required Reserve for 22/23 - \$327,093 – POSITIVE Certification**  
**Board Policy of 8% for 22/23 - \$654,186**

\* Recall 2<sup>nd</sup> interim had EFB projected at \$909,084

# Employee Costs

MYP Employee Cost



	20/21	21/22	22/23	23/24
STRS	16.15%	16.00%	18.10%	18.10%
PERS	20.70%	23.00%	26.30%	27.30%

# Cash Flow

	Object	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
<b>A. BEGINNING CASH</b>	9110	\$1,786,324	\$2,076,692	\$1,924,884	\$1,971,855	\$1,819,298	\$1,216,216	\$2,279,857	\$2,064,415	\$1,917,075	\$1,471,351	\$2,217,842	\$1,908,876	<b>\$0</b>
<b>B. REVENUES</b>														
PY Adjust	8019		0											
Property Tax	8020-8079	0	0	0	0	0	1,196,267	0	0	0	1,196,267	0	0	<b>2,392,534</b>
State Aid LCFF	8010-8019	506,621	382,071	382,071	382,071	0	0	152,828	95,263	51,962	51,962	51,962	0	<b>2,056,810</b>
EPA	8012	0	0	303,451	0	0	303,451	0	0	303,451	0	0	257,206	<b>1,167,559</b>
Federal Revenues	8100-8299	0	0	84,990	70,463	14,607	0	337,198	0	0	83,257	152,743	21,675	<b>764,932</b>
Other State Revenues	8300-8599	0	76,349	127,976	0	0	132,608	121,343	369,058	0	125,780	171,692	319,966	<b>1,444,772</b>
Other Local Revenues	8600-8799	23,519	74,310	42,891	43,224	7,476	45,403	2,058	58,843	0	0	4,843	0	<b>302,568</b>
Other Local Revenues - Inter	8660	5,000	0	0	5,000	0	0	5,000	0	0	5,000	0	0	<b>20,000</b>
In Lieu	8096	0	0	0	0	0	0	0	0	0	0	0	(1,300)	<b>(1,300)</b>
<b>TOTAL REVENUES</b>		<b>535,140</b>	<b>532,730</b>	<b>941,379</b>	<b>500,758</b>	<b>22,083</b>	<b>1,677,729</b>	<b>618,427</b>	<b>523,163</b>	<b>355,413</b>	<b>1,462,266</b>	<b>381,240</b>	<b>597,547</b>	<b>8,147,876</b>
<b>C. EXPENSES</b>														
Salaries	1000-2999	112,726	402,718	401,391	417,306	383,709	382,825	458,859	422,610	423,052	427,473	412,885	483,828	<b>4,729,383</b>
Employee Benefits	3000-3999	43,230	154,442	153,934	160,037	147,152	146,813	175,973	162,071	162,241	163,936	158,341	185,548	<b>1,813,718</b>
Supplies and Services	4000-5999	88,816	107,527	214,679	76,841	94,304	84,450	87,444	85,822	93,182	117,007	113,764	154,657	<b>1,318,491</b>
Capital Outlays	6000-6599	0	0	80,150	0	0	0	0	0	0	0	0	123,549	<b>203,699</b>
Other Outgo	7000-7499	0	19,852	44,253	0	0	0	111,594	0	7,662	7,359	5,216	79,567	<b>275,503</b>
Interfund Transfers Out	7600-7629	0	0	0	0	0	0	0	0	115,000	0	0	(1)	<b>114,999</b>
All Other Financing Expen	7630-7699	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>TOTAL EXPENSES</b>		<b>244,772</b>	<b>684,539</b>	<b>894,408</b>	<b>654,183</b>	<b>625,166</b>	<b>614,088</b>	<b>833,869</b>	<b>670,503</b>	<b>801,137</b>	<b>715,775</b>	<b>690,206</b>	<b>1,027,148</b>	<b>8,455,794</b>
<b>D. NET CHANGE (=B-C)</b>		<b>290,368</b>	<b>(151,809)</b>	<b>46,971</b>	<b>(153,425)</b>	<b>(603,083)</b>	<b>1,063,641</b>	<b>(215,442)</b>	<b>(147,340)</b>	<b>(445,724)</b>	<b>746,491</b>	<b>(308,966)</b>	<b>(429,601)</b>	<b>(307,918)</b>
<b>E. ENDING CASH (=A+D)</b>		<b>\$2,076,692</b>	<b>\$1,924,884</b>	<b>\$1,971,855</b>	<b>\$1,819,298</b>	<b>\$1,216,216</b>	<b>\$2,279,857</b>	<b>\$2,064,415</b>	<b>\$1,917,075</b>	<b>\$1,471,351</b>	<b>\$2,217,842</b>	<b>\$1,908,876</b>	<b>\$1,479,275</b>	

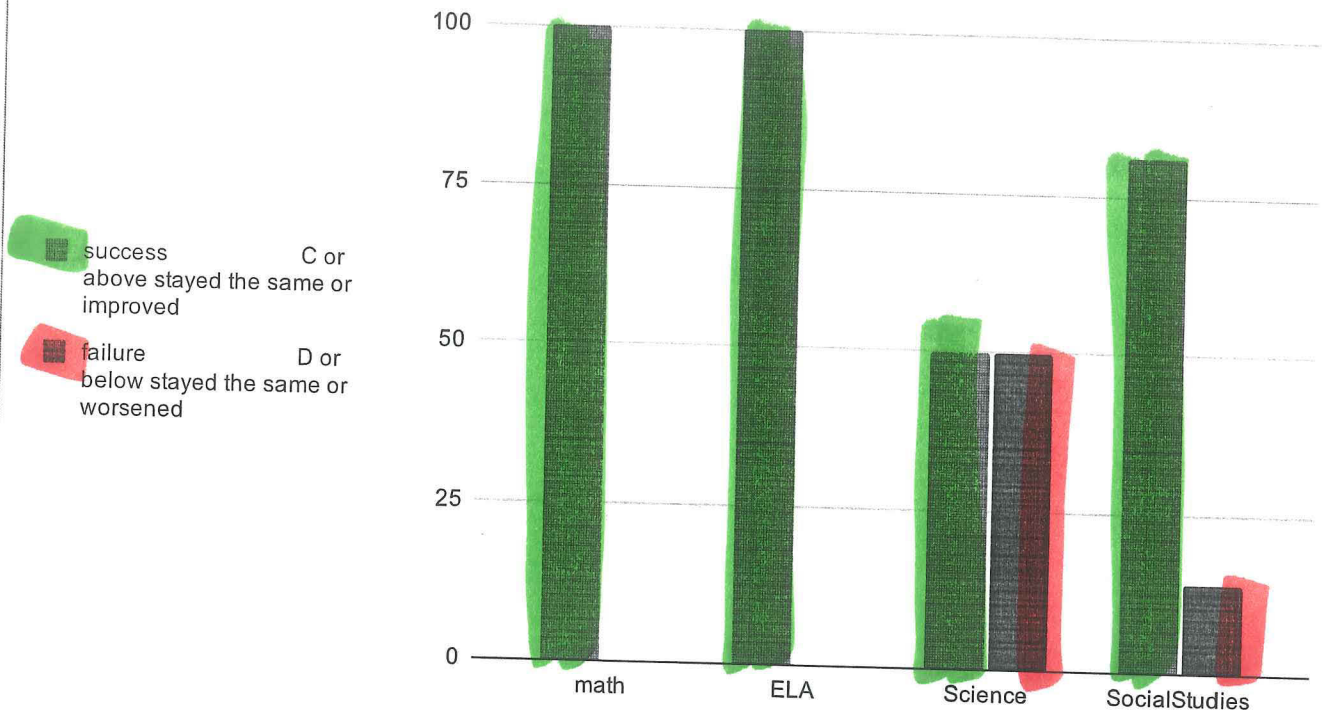


# 20/21 BUDGET SUMMARY

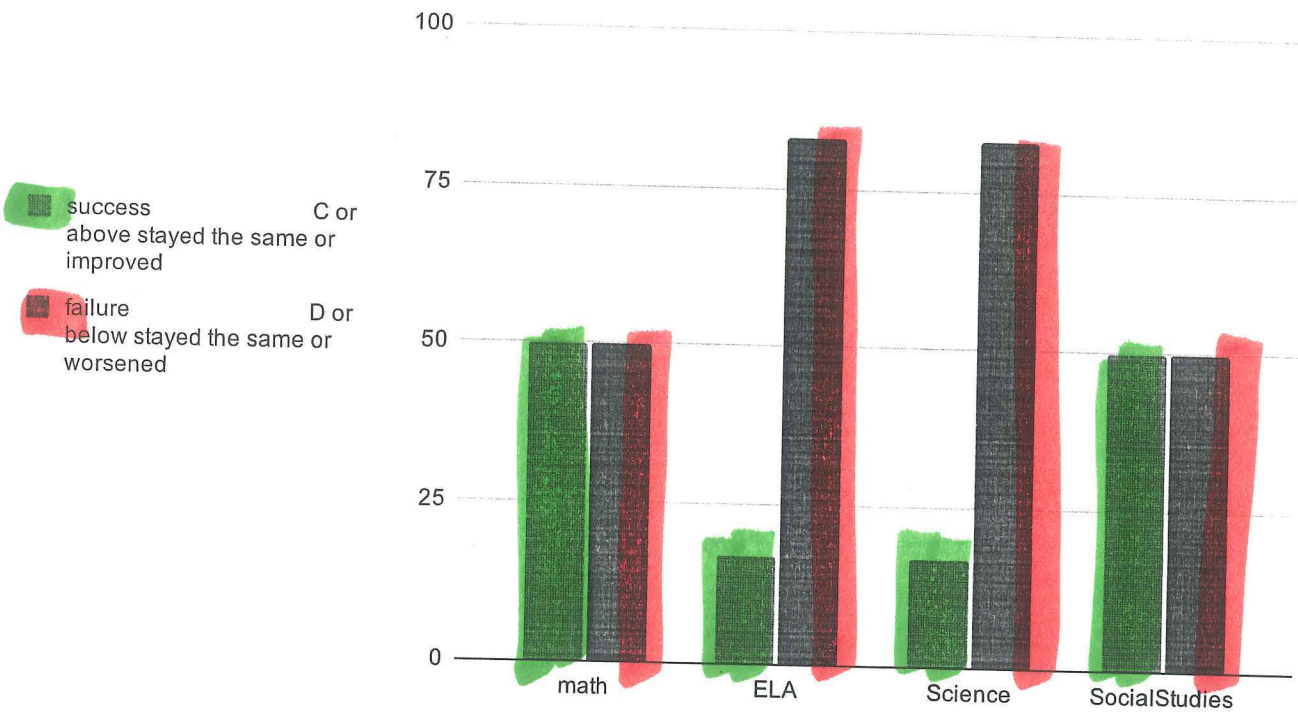
- The saving grace in the 20/21 budget is the federal 'ESSER' dollars of almost \$300K, \$36K in GEER Funds, \$412K in CARES Funds, and \$53K in LLMF Funds. Without these funds in the out years, the MYP is dismal.
- The CARES fund is depleted with an ending date of 12/30/20 to expend or encumber the balance.
- It is recommended that the Board have a plan in place if no additional funding is allocated. However, with so many unknowns it is suggested to pause before implementing said plan.
- Regardless of COVID-19 impact, our budget has pressures of declining enrollment and rising employee costs (STRS/PERS), staffing plans for future years should be an ongoing discussion.

Questions?

### 7 Students Attended Regularly



### 6 Students Did Not Attend or Did Not Attend Regularly



Academic Support: An extra opportunity after school 4 days per week where students, who were receiving a D and/or F in any of their 5 core classes were invited to work on improving their grade to allow them to participate in 8th grade promotion ceremonies and activities.

## Trimester 1 Report

### Overall success.

Out of 13 students invited, or strongly suggested, 7 students attended regularly. Not only did students catch up, but with the monitoring support of Mrs. Robinson and Mrs. Stephens, they were able to stay caught up and improve their grades by 2-3 levels. Most of the support was focused on organization and prioritizing assignments. Middle school students have a difficult time learning and transitioning into being responsible for tracking their own assignments. With Mrs. Robinson and Mrs. Stephens guidance, students are learning how to stay organized and current on completing assignments on time.

Of the 7 students that attended regularly, 100% of them were successful in improving or keeping their grades at a C or above for Math and ELA, which is the team's priority focus during the COVID restrictive time constraints. In Social Studies the success rate was just over 80%. In Science the success rate was 50/50%, which gives our teachers some room for improvement next trimester.

The 6 students who DID NOT attend regularly, and attempted to get caught up on their own were not quite so successful. 50/50% were able to get caught up in Math and Social Studies. About 80% did not catch up to a C level or above in both ELA and Science.

### Individual Success Stories

6 of the 7 students who attended regularly improved from D's and F's in multiple classes to C's and above for all core classes.

AW Failing Math, ELA, Science, C in Soc Stu ended up with A, 2 C's, and D instead of failing!

OO went from Failing 3 classes and a D to B, 2 C's, and a passing D.

DI went from 2 Ds, a C, and a B to 3 Bs and a C

JC attended to improve his academic performance and improved from a D, 2 Cs, and a B to 3 As and a B.

ZM went from failing 3 of 4 classes to passing 3 of 4 classes.

Even our least successful students found some success.

SM went from failing 3 of 4 classes to passing 2 of the 4 classes, one of those 2 with an A.

EV went from failing 2 of 4 classes to passing 3 of 4 classes, one of those with an A.

Overall we had 30 failing and close to failing grades at progress report time in October. At the end of the first trimester 20 of those 30 failing grades are now passing.

For those 10 remaining failing grades, parent/teacher/counselor conferences will be scheduled and an opportunity for students to make up the coursework required for a passing grade will be offered. It is our hope that families will take us up on this opportunity. As mentioned at the beginning of this presentation, at the completion of the year, students who have earned an F in any core classes will not be allowed to

participate in promotion ceremonies and we are hopeful that each 8th grader will in fact enjoy celebration that they have earned.

It is also our hope that students will continue their success in learning and applying their newfound knowledge of assignment organization and completion. Academic support will continue to be available to those students who need the reinforcement.