

**Agenda**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**BOARD ROOM – 300 B Street**  
**April 6, 2022**  
**6:30 p.m. Closed Session**  
**7:00 p.m. Estimated Open Session**

District LCAP Goals

- ❖ Goal 1 – Biggs Unified will provide conditions of learning that will develop College and Career Ready students. Priority 1, 2 and 7.
- ❖ Goal 2 – Biggs Unified will plan programs, develop plans, and provide data from assessments that will maximize pupil outcomes. Priority 4 and 8.
- ❖ Goal 3 – Biggs Unified will promote students engagement and a school culture conducive to learning. Priority 3, 5 and 6.

**OPEN SESSION**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**

- Pgs. 3-6    A.    March 14, 2022 Regular Meeting  
Pg. 7        B.    March 23, 2022 Special Meeting

**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. PARENT ASSOCIATIONS REPORTS**
- 3. CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS**
- 4. 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.
- 5. REPORTS (Pursuant to the Brown Act: Gov. Code 854950 et.seq. - Reports are limited to announcements or brief descriptions of individual activities)**

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

**6. CONSENT AGENDA**

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.

- Pg. 8 A. Inter-district Agreement Request(s) for the 2022/2023 school year

**7. ACTION ITEMS**

- Pg. 9 A. Adopt Stipend List for the 2022-2023 school year

- Pg. 10-12 B. Adopt the Following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E):

- BP 4030 - Personnel – Nondiscrimination in Employment – update
- E 4112.9/4212.9/4312.9 – Personnel – Employee Notifications – update
- BP/AR 4141.6/4241.6 – Personnel – Concerted Action/Work Stoppage - update
- BP/AR 5111 – Students – Admission – update
- AR 5113 – Students – Absences and Excuses - update
- AR 5142 – Students – Safety – updated
- E 5145.6 – Students – Parental Notifications – update
- BP/AR 6173 – Instruction – Education for Homeless Children - updated
- E 6173(1) & (2) – Instruction – Education for Homeless Children - updated
- BB 9322 – Board Bylaws – Agenda/Meeting Materials - update

- Pgs. 13-16 C. Approve overnight trip to Fresno for FFA for Fresno State Finals Field Day April 8<sup>th</sup> & 9<sup>th</sup>, 2022

**8. PERSONNEL ACTION**

- A. Approve Hiring of Brock Springer, Marci Munanui, Aurora Little, Maesie Little, Lucas Romena, Chase McLean, Ally Williams, Brody Hudson Matthew Munanui and Maddy Ward for summer 2022 Lifeguard positions pending certification.
- B. Approve Hiring George Guerra as Varsity Track Coach for the 2021/2022 season
- C. Approve Hiring Hokulani Wickard as Assistant Varsity Football Coach for the 2022/2023 season
- D. Approve Hiring Eddie Del Rio as Head JV Football Coach for the 2022/2023 season
- E. Approve Hiring David Espinoza as Assistant JV Football Coach for the 2022/2023 season
- F. Approve Hiring Jonathan Smith, Miguel Aguirre, Izreal Farfan and Johnny Cellabos as a Walk-on Football Coach for the 2022/2023 season
- G. Approve Hiring Brenda Wylie as an Instructional Aide at BES effective April 1, 2022
- H. Approve Hiring Bernard Didario as a Sub. Teacher effective April 6, 2022

**9. INFORMATION ITEMS**

- A. LCAP Update
- B. Superintendent Kaelin reported out that for the last Quarter there have been no Williams Uniform Complaints against any school in the District.

**10. FUTURE ITEMS FOR DISCUSSION**

**11. 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.

Minutes  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**March 14, 2022**

**OPEN SESSION**

**CALL TO ORDER** – President Phillips called the meeting to order at 6:30 p.m.

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

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

**APPROVAL OF AGENDA**

The Board approved the agenda with the correction of dates to Personnel Action Items A & B to read **06/03/2022** and addition of Personnel Action Item 13I – Approve Hiring Alex Wroten as Bus Driver/Lt. Maintenance/Custodian effective March 10, 2022. MSCU (Brown/Slusser) 5/0

Phillips – Aye

Slusser – Aye

Navarro – Aye

Brown – Aye

Sheppard – Aye

**APPROVAL OF MINUTES**

The Board approved the minutes from the Feb.2, 2022 regular Board meeting as written. MSCU (Navarro/Sheppard) 5/0

Phillips – Aye

Slusser – Aye

Navarro – Aye

Brown – Aye

Sheppard – Aye

The Board adjourned into Closed Session at 6:35 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**
4. **Instructions to Board Negotiators, Superintendent and Board Member; Pursuant to Government Code Section 54957.6(a)**
5. **Litigation; Pursuant to Government Code Sections 54956.9**

Closed Session was adjourned at 7:24 pm and reconvened to Open Session.

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

**ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION** – President Phillips announced that no action was taken in closed session.

**PARENT ASSOCIATIONS REPORTS** – No parent reports.

**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:

- Trainer Heidi Koski is wrapping up with the new teachers. She is seeing great improvement.
- UDL coach Nick Wilson has also been working with the 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade teachers implementing different ways to show mastery of content and how to grade these pieces.
- ASB Update – CJSF is working on the Change for Sparrow fundraiser, gearing up for Shoebox for Soldiers and had very successful dress-up days for Reading Across America week.
- RES has a Dad's Lunch with Egg Drop on Thurs., March 17<sup>th</sup> and they are working on a trip to Turtle Bay.
- The Science Wizard was at both BES & RES – the students loved it.
- Basketball has wrapped up and now looking forward to having a Track & Field team and Soccer team.

HIGH SCHOOL PRINCIPAL'S REPORT:

Principal Rutledge gave the report:

- UDL training is going very well.
- ASB is working with the Junior class on the Prom. ASB is also working on Battle of the Sexes and assisting Cheer with MORP.
- FFA students went to Merced Field Days last week and they did well, going to Modesto this weekend for a field day. March 11<sup>th</sup> Annual Rib Dinner fundraiser was very successful. Thank you for everyone's support.
- FFA CA State Conference is the week of March 26 - 29.
- Athletics – Baseball, Softball and Track are all competing this Spring. All teams are doing well.
- Working with Butte College on Dual Enrollment courses. We offer six courses at this time and we're proposing ten additional courses. This is very exciting.

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

Superintendent Kaelin gave the report:

- Food service regulations have changed and we're able to start cooking items and not have prepackaged foods.
- We are still dealing with issues being short staffed in M/O/T. We have a part time grounds person who's doing great.
- Fenced the softball field, installed the backstop and finished home plate.
- Moving forward on the heating and A/C units purchased with the Grant.
- FPM review went well. We had two findings and those are being rectified.
- Working on the Universal TK Program report. Must go to the State in June.
- The State has changed the LCAP template again.

CHIEF BUSINESS OFFICERS REPORT:

- Independent Annual 2020-2021 Audit Report – Mrs. Mudd, CBO, reviewed the report with the Board and went over the findings. We need to set up procedures and best accounting practices. Also one of the Action items is for the Board to accept the request to void the third year of the contract with our Independent Auditor. We will need to have a second meeting in March to approve a new auditing team. Requests went out and will be getting packets in from prospective auditors. A new auditor must be in place by April 1<sup>st</sup>.
- Second Interim Budget – Mrs. Mudd gave the Second Interim budget report. She reviewed the PowerPoint presentation with the Board. She noted revenues, expenditures and MYP assumptions stayed basically the same. All questions from the Board were answered.

BOARD MEMBER REPORTS: Nothing from the Board

**CONSENT AGENDA**

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

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

- A. Approve Inter-District Transfers for the 2021-2022 and 2022-2023 school years

**ACTION ITEMS**

The Board approved Action Items A - G. MSCU (Slusser/Sheppard) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

- A. Accept request to void the third year of contract with Independent Audit Consultant Stephen Roatch Accountancy Corp.
- B. Adopt the 2021-2022 Audit Certification
- C. Approve Pool Salary Schedule Change to Meet Federal Minimum Wage Requirement
- D. Approve Second Interim Budget
- E. Adopt the Following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E):

BP 0420.42 – Philosophy, Goals, Objectives and Comprehensive Plans – Charter School Renewal – update  
BP/AR 1312.3 – Community Relations – Uniform Complaint Procedures – update  
AR 3515.6 – Business and Noninstructional Operations – Criminal Background Check for Contractors  
AR 4217.3 - Personnel – Layoff/Rehire – add  
AR 5125 – Students –Student Records – update  
AR 5145.3 – Students –Nondiscrimination/Harassment – updated  
BP/AR 5148.2 – Students – Before/After School Programs – add  
BP/AR 6112 – Instruction – School Day - updated  
BP/AR 6143 - Instruction – Courses of Study – update  
BP/AR 6158 – Instruction – Independent Study - update  
BP 6170.1 – Instruction – Transitional Kindergarten - update  
BB 9320 – Board Bylaws – Meetings and Notices - update

- F. Adopt Resolution 2021/2022 #9 – Intent to Layoff Certificated Positions
- G. Accept Sunshine Articles for CSEA Negotiations for 2022/2023

**PERSONNEL ACTION**

The Board approved Personnel Action Item A. MSCU (Sheppard/Brown) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

- A. Accept Resignation of Nicholas Grubiss as Special Education Resource Teacher at Biggs Elementary effective **06/03/2022**

The Board approved Personnel Action Item B. MSCU (Sheppard/Slusser) 5/0

Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

- B. Accept Resignation of Kiersten Scannell as Multi Subject Teacher at Biggs Elementary effective **06/03/2022**

The Board approved Personnel Action Item C. (Brown/Sheppard) 4/1

Phillips – Aye                      Slusser – Nay                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

- C. Approve Elementary School Principal LaQuita Ulrich’s Contract for the 2022-2023 school year

The Board approved Personnel Action Item D. MSCU (Brown/Navarro) 5/0  
Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

D. Approve High School Principal Tyler Rutledge’s Contract for the 2022-2023 school year

The Board approved Personnel Action Item E. MSCU (Brown/Slusser) 5/0  
Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

E. Approve Hiring Brian Harrison as Head Varsity Football Coach for the 2022/2023 season

The Board approved Personnel Action Item F. MSCU (Sheppard/Slusser) 5/0  
Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

F. Approve Hiring Chaz McKiernan as a Temporary Grounds/Custodian effective 02/22/2022

The Board approved Personnel Action Item G. MSCU (Sheppard/Brown) 5/0  
Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

G. Approve Hiring Jane Little as Pool Manager for the 2022 Summer Season

The Board approved Personnel Action Item H. MSCU (Brown/Sheppard) 4/1  
Phillips – Aye                      Slusser – Nay                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

H. Approve John Strattard for the Pool Supervisor Stipend position for the 2022 Summer Season

The Board approved Personnel Action Item I. MSCU (Sheppard/Brown) 5/0  
Phillips – Aye                      Slusser – Aye                      Navarro – Aye                      Brown – Aye                      Sheppard – Aye

***I. Approve Hiring Alex Wroten as Bus Driver/Lt. Maint./Cust. Effective March 10, 2022***

**INFORMATION ITEMS** – Superintendent Kaelin stated that there were no updates to the LCAP but the State changed the template again.

**FUTURE ITEMS FOR DISCUSSION** – Mrs. Navarro asked about the issues with the HS marquee. Superintendent Kaelin said parts have been ordered. There was discussion that there have always been issues with this marquee.

**ADJOURNMENT – 8:42 p.m.**

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.

Minutes  
BIGGS UNIFIED SCHOOL DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
MARCH 23, 2022

**OPEN SESSION**

**CALL TO ORDER** – President Phillips called the meeting to order at 2:28 p.m.

**ROLL CALL - Board members present:** Dennis Slusser, Kathryn Sheppard, Jonna Phillips and Linda Brown America Navarro was not present.

Staff Present: Doug Kaelin, Superintendent; Lorelle Mudd, CBO and Donna Cyr, Admin. Assist. & HR Director

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

**APPROVAL OF AGENDA**

The Board approved the agenda. MSCU (Brown/Slusser) 4/0/1

Brown - Aye                      Sheppard – Aye                      Phillips – Aye                      Slusser – Aye                      Navarro – Absent

**PUBLIC COMMENT** –None

**ACTION ITEMS**

The Board approved Action Item A. MSCU (Sheppard/Navarro) 4/0/1

Brown - Aye                      Sheppard – Aye                      Phillips – Aye                      Slusser – Aye                      Navarro – Absent

- A. Select Christy White Accountancy Corporation as independent audit consultant for school years 2021/2022, 2022/2023 & 2023/2024

Superintendent Kaelin reviewed the proposal and answered all questions from the Board.

**ADJOURNMENT** - The meeting was adjourned at 2:38 pm.

MINUTES APPROVED AND ADOPTED:

\_\_\_\_\_  
Presiding President

\_\_\_\_\_  
Date

Distribution: Board of Trustees, Superintendent, Elementary School Principal, Financial Officer/Administrative Advisor, BUTA and CSEA Presidents, Gridley Herald, District Office and Schools for Posting, and Official Record.

**BIGGS UNIFIED SCHOOL DISTRICT**

Meeting Date: April 6, 2022

Item Number: 6A  
Item Title: Inter-district Agreement Request(s)  
Presenter: Doug Kaelin, Superintendent & Donna Cyr, Admin. Assistant/HR Officer  
Attachment: None  
Item Type:  Consent Agenda  Action  Report  Work Session  Other:

Background/Comments:

We have received the following interdistrict transfer requests. After reviewing each one with Board Policy and Administration Regulations 5117, we make the following recommendations.

<u>2022-2023 School Year</u>	<u>From:</u>	<u>To:</u>	<u>Action</u>	<u>New/Ongoing:</u>
1. (9 <sup>th</sup> grade)	Biggs	Gridley	Denied	New
2. (1st grade)	Biggs	Durham	Release	Ongoing
3. (11 <sup>th</sup> grade)	Gridley	Biggs	Accept	Ongoing
4. (10 <sup>th</sup> grade)	Gridley	Biggs	Accept	Ongoing

Fiscal Impact: We will have a loss of ADA for those outgoing transfer requests and an increase of ADA for those incoming transfer requests.

Recommendation: The Superintendent recommends action as indicated.



# 2022/23 Stipend List

<b>BHS</b>	<b>Name</b>		<b>Bd. Apprvd.</b>
Head Var Football	Brian Harrison	\$2020	3/14/22
Asst. Var Football		\$1571	
Head JV Football		\$1683	
Asst JV Football		\$1459	
Head Var Volleyball		\$1683	
Head JV Volleyball		\$1459	
Cheer Advisor	Michelle Roles	\$1683	02/02/22
CSF Advisor		\$750	
AD Position		\$3000	
ASB Advisor		\$1908	
Varsity Girls B'ball		\$1908	
JV Girls B'ball		\$1571	
Varsity Boys B'ball		\$1908	
JV Boys B'ball		\$1571	
Varsity Baseball		\$1796	
Varsity Softball		\$1796	
Varsity Track		\$1796	
Varsity Wrestling		\$1908	
Student Study Team Coord.		\$450	
BHS Testing Coord.		\$337	
<b>BES</b>			
RES Lead Teacher		\$2244	
BES Lead Teacher		\$2244	
6 <sup>th</sup> Grade Camp Coord.		\$800	
6 <sup>th</sup> Grade Camp Teacher (2)		\$500 each	
BES Student Council Adv.		\$561	
CJSF Advisor		\$750	
Chess Advisor (K - 5 <sup>th</sup> )		\$500	
Testing Coord.		\$674	
Results Coordinator		\$1050	
7 <sup>th</sup> & 8 <sup>th</sup> Grade Girls Volleyball		\$500	
Boys Basketball		\$800	
Girls Basketball		\$800	
Soccer		\$500	
Track – Coed		\$500	

Board Approved:

## CSBA POLICY GUIDE SHEET March 2022

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

### **Board Policy 4030 - Nondiscrimination in Employment**

Policy updated to reflect **NEW LAW (SB 331, 2021)** which makes unlawful a district's use of a nondisparagement agreement or other document that would deny an employee the right to disclose information about unlawful acts in the workplace, in exchange for a raise or bonus, with respect to any complaint or claim that involves workplace harassment or discrimination, not just those relating to sexual harassment or sexual assault. Policy also updated to reflect **NEW LAW (SB 807, 2021)** that makes it an unlawful employment practice for an employer to fail to maintain certain records in accordance with law, particularly when a workplace discrimination or harassment complaint has been filed with the California Department of Fair Employment and Housing.

### **Exhibit(1) 4112.9/4212.9/4312.9 - Employee Notifications**

Exhibit updated to add employee notifications related to (1) receipt of written notification that minor student has committed a felony or misdemeanor involving specified offenses; (2) duties of the district liaison for homeless students; (3) termination of services of certificated permanent or probationary employee when, during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies, the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent; (4) receipt of transfer student record regarding acts that resulted in suspension or expulsion; and (5) disclosure of document identifying an employee who is a victim of domestic violence. Exhibit also updated to reflect **NEW LAW (AB 438, 2021)** regarding classified employees who are laid off due to lack of work or lack of funds, and classified employees whose positions must be eliminated due to expiration of a specially funded program.

### **Board Policy 4141.6/4241.6 - Concerted Action/Work Stoppage**

Policy updated to reflect **NEW LAW (AB 237, 2021)** which prohibits public employers from discontinuing employer contributions for health care or other medical coverage for employees who are participating in an authorized strike, as defined in law.

### **Administrative Regulation 4141.6/4241.6 - Concerted Action/Work Stoppage**

Regulation updated to provide implementation language for **NEW LAW (AB 237, 2021)** which prohibits public employers from discontinuing employer contributions for health care or other medical coverage for employees who are participating in an authorized strike, as defined in law. Updated Regulation includes other consistent changes.

### **Board Policy 5111 - Admission**

Policy updated to reflect the distinction between compulsory education for students starting at age six and the requirement for districts to offer and admit students who are eligible for transitional kindergarten, delete the requirement for district enrollment applications to include information about health care options as the law requiring such information has self-repealed, and clarify that a student's residence is a location within the district that may be verified as part of school admission requirements.

### **Administrative Regulation 5111 - Admission**

Regulation updated for consistency with **NEW LAW (AB 130, 2021)** which revises the timespans for transitional kindergarten (TK) admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year, as reflected in BP 6170.1 - Transitional Kindergarten.

### **Administrative Regulation 5113 - Absences and Excuses**

Regulation updated to reflect **NEW LAW (SB 14, 2021)** which includes an absence for the benefit of a student's mental or behavioral health within an absence due to a student's illness, and **NEW LAW (AB 516, 2021)** which includes an absence for a student's participation in a cultural ceremony or event as an excused absence. Regulation also updated for clarification and alignment with law.

### **Administrative Regulation 5142 - Safety**

Regulation updated to reflect **NEW LAW (SB 722, 2021)** which requires any district hosting or sponsoring an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool to have at least one adult with a Cardiopulmonary Resuscitation training certification present throughout the event. Updated Regulation includes minor editorial changes.

### **Exhibit(1) 5145.6 - Parental Notifications**

Exhibit updated to reflect **NEW LAW (AB 128, 2021)** which extends the suspension of certain mandated activities through the 2021-22 fiscal year. Exhibit also updated to add parental notifications related to (1) completion and submission of the Federal Application for Federal Student Aid and California Dream Act Application; (2) public hearing on alternative schedule in secondary grades; and (3) early entry to transitional kindergarten if early entry is offered. Additionally, exhibit updated to expand description regarding notifications related to (1) uniform complaint procedures; (2) student records; (3) college admission requirements; (4) transfer opportunities for foster youth, homeless youth, former juvenile court school students and children of military families through the California Community Colleges; (5) parent/guardian rights when child participates in licensed child care and development program; (6) change in service to child care or preschool services; and (7) homeless student or unaccompanied youth notices. Exhibit also updated to include additional classroom/facility notices regarding uniform complaint procedures and parental rights related to licensed child care and development centers.

### **Board Policy 6173 - Education for Homeless Children**

Policy updated to reflect **NEW LAW (AB 27, 2021)** which requires districts to ensure that each school within the district identifies all homeless children and unaccompanied youths and to create a web page or post on the district website a list of district liaisons for homeless students, contact information for such liaisons, and specific information on homelessness, including information regarding the educational rights and resources available to persons experiencing homelessness. Policy also updated to reflect **AB 27** requirement for districts that receive American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth funds to administer a housing questionnaire developed by the California Department of Education (CDE) to parents/guardians of all students and all unaccompanied youths and report to CDE the number of homeless children and unaccompanied youths enrolled in the district. In addition, policy updated to reflect **NEW LAW (SB 400, 2021)** which requires CDE to develop and implement a system to verify that districts are providing required training to district liaisons and other appropriate staff at least annually. Policy also updated for clarity and closer alignment with law.

### **Administrative Regulation 6173 - Education for Homeless Children**

Regulation updated to add email address to the district liaison's contact information since the California Department of Education (CDE) collects email addresses as part of the consolidated application process. Regulation also updated to reflect (1) **NEW LAW (SB 400, 2021)** which requires CDE to provide training materials to district liaisons for the purpose of providing required professional development and support to school personnel who provide services to homeless students; (2) CDE's recommendation regarding how dispute resolution information may be provided to parents/guardians or unaccompanied youth when the student involved is an English learner, including in the native language of the individual or through an interpreter; and (3) **NEW LAW (AB 27, 2021)** which requires districts to create a web page or post on the district website a list of district liaisons, contact information for such liaisons, and specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness.

**Exhibit(1) 6173 - Education for Homeless Children**

Exhibit updated for closer alignment with the U.S. Department of Education's "Education for Homeless Children and Youths Program Non-Regulatory Guidance", change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, and add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process. Exhibit also updated for clarity and gender neutrality.

**Exhibit(2) 6173 - Education for Homeless Children**

Exhibit updated to change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process, and add that a copy of the dispute form be provided to the parent/guardian or student disputing enrollment as this is recommended in CDE's "Homeless Education Dispute Resolution Process" letter to districts and is stated in the administrative regulation.

**Board Bylaw 9322 - Agenda/Meeting Materials**

Bylaw updated to reflect **NEW LAW (SB 274, 2021)** which requires districts with a website to email a copy of, or a website link to, the agenda or a copy of all the documents constituting the agenda packet, if a person requests such items be delivered by email, unless it is technologically infeasible to do so. Bylaw also updated to include a focus on student well-being in the philosophical statement, add a provision for each agenda to include a statement regarding the option for students and parents/guardians to request that directory information or personal information of the student or parent/guardian be excluded from the meeting minutes as required by law, and to make other clarifying changes.

# Biggs Unified School District

## Field Trip Request Approval Form

Proposed Activity: Fresno State Finals Field Day

Date of Request: 2/14/2022 School: Biggs High School

Date of Field Trip: April 8<sup>th</sup> - April 9<sup>th</sup>, 2022

A complete itinerary of the trip including a breakdown of activities by hours, housing arrangements(s) including phone number(s) and address(es), and an explanation of the educational purpose(s) of this trip must be included with this request. The Field trip request form must be received by the principal **30 days** prior to the trip. All out-of-state and overnight trips need Biggs Unified Board of Trustees approval. Out-of-state and overnight trips must be submitted one week prior to a regular Board meeting.

Name of Staff Member/Position Making the Request: Kristina Woolsey

Class, Grade or Organization Making the Request: FFA

Destination: Fresno, CA

Number of Students Involved in this Activity: 4 Cost Per Student: \$115.00

Funding Source: FFA Cost to District: \_\_\_\_\_

Was Trip Budgeted:  yes  no

Adult Chaperones (including teachers): Kristina Woolsey

**Attach a list of all Adult Chaperones: Include name and cell telephone number  
(Reminder: All chaperones need fingerprint clearance before chaperoning a trip.)**

Purpose and relationship of trip to class activities: Best Informed Greenhand  
competition, students qualified for state finals.

Educational Standard(s) to be realized through trip: students compete in CDE teams

at state level; demonstrates opportunities to students in the FFA &  
Ag industry

Signature of Staff Member Making the Request:

x Kristina Woolsey

**Cafeteria Information:**

Will student miss scheduled lunch at school site: YES  NO

Sack lunches needed: YES  NO  Number needed \_\_\_\_\_

\*If trip is approved you will need to contact cafeteria director.

**Travel Information**

All Means of Transportation (check all that apply):

- Personal Car(s)
- Rental Vehicle(s)
- Charter Bus
- Air
- Bus(es) \* Number \_\_\_\_\_

↳ VANS!

(School approval of this form signifies that proper car insurance documents are on file with the school.)

\*If trip is approved you will need to schedule a bus.

Itinerary

Departure: 4/8/22 Return: 4/9/2022

Date: 4/8/22 Time: 12:55 pm Date: 4/9/22 Time: 6:30-7pm

Departure Location: BHS SOUTH LAWN Return Location: BHS SOUTH LAWN

**A current roster of students must be submitted to the site office on the day of the trip prior to leaving the school.**

Approved  Denied

[Signature]  
Principal's Signature

Approved  Denied

[Signature]  
Superintendent or Designee Signature

**Once the trip is approved, a copy of the completed, signed form must be sent to the cafeteria director and bus dispatcher, at least two weeks prior to the trip or with Superintendent Approval.**

Board Approval Date: \_\_\_\_\_  
(For overnight/Out-of-State)

**FRESNO STATE FINALS: BEST INFORMED GREENHAND CONTEST  
ITINERARY  
(APRIL 8TH-APRIL 9TH)**

**FRIDAY, APRIL 8TH, 2022**

12:55 PM - TIME OF DEPARTURE FROM HIGH SCHOOL

4:45 PM - ARRIVAL TO HOTEL/CHECK-IN

(Address: La quinta Inn, 2926 Tulare St, Fresno, CA

Phone #: 888-312-2399)

5:00-5:45 PM - SETTLE IN TO HOTEL ROOMS

6:00-7:30PM - DINNER

(JOHN'S INCREDIBLE PIZZA, 7095 N Cedar Ave, Fresno, CA 93720)

7:30-7:45PM - LEAVE RESTURANT, HEAD BACK TO HOTEL

8:00 PM - ROOM CHECK

8:30-9:00 PM - LIGHTS OUT

**SATURDAY, APRIL 9TH, 2022**

6:15-6:30 AM - HOTEL CHECK OUT/ DEPART TO CONTEST

7 AM - ADVISOR/TEAM REGISTRATION

(FRESNO STATE UNIVERSITY, 5241 N Maple Ave, Fresno, CA 93740)

8 AM - CONTESTS BEGIN

NOON - LUNCH PROVIDED AT STATE FINALS FIELD DAY

2:00-3:00 PM - DEPARTURE/ HEAD HOME

(Times may vary based on the length of awards of contest)

6:30 - 7:00 PM - Arrival at BHS

### ADDITIONAL INFORMATION

- Booked Rooms on my card
- Submitted PO for reimbursement
- Will save invoice from hotel to submit reimbursement
- Request AG Truck use on:
  - Departure: April 8, 2022 @12:55pm from BHS
  - Return: April 9, 2022 @6:30-7:00 pm at BHS
- Ms. Norvell walked me through process.