

**Minutes**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**SPECIAL MEETING OF THE BOARD OF TRUSTEES**  
**September 24, 2015**

**OPEN SESSION**

**CALL TO ORDER** – President Wheeler called the meeting to order at 6:40 p.m.

**ROLL CALL**

Board members present: Kari Wheeler, Kathryn Sheppard, Robin Clark and America Navarro were present. Dennis Slusser was not present.

Staff present: Doug Kaelin, Superintendent, Pam Ragan, Financial Officer and Donna Cyr, Admin. Asst. & H.R. Officer

**PLEDGE OF ALLEGIANCE** – The pledge was recited.

**APPROVAL OF AGENDA**

The Board approved the agenda with the addition to Personnel Action item # 6A adding name of David Diaz. MSCU (Sheppard/Clark) 4/0

**APPROVAL OF MINUTES**

Minutes from the September 2, 2015 meeting were approved as written. MSCU (Clark/Navarro) 4/0

The Board adjourned to closed session at 6:43 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 7:03 p.m.

**OPEN SESSION**

President Wheeler called the meeting to order at 7:04 p.m.

All Board members were present except Dennis Slusser.

Staff present: Doug Kaelin, Superintendent; Pam Ragan, Financial Officer and Donna Cyr, Admin. Asst. & H.R. Officer

**ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**

President Wheeler announced that no actions were taken during closed session.

**PUBLIC COMMENT –**

Tim Taylor, Butte County Office of Education Superintendent, wanted to commend Biggs Unified Superintendent Doug Kaelin for being awarded Administrator of the Year. Mr. Taylor said he was impressed with the District, Mr. Kaelin and Mrs. King and all the hard work the District is doing. Mr. Taylor also said Biggs should be proud that we had the only LCAP report

that was perfect and didn't need to go back for changes. He told the District to keep doing what we are doing. The Board thanked Mr. Taylor for his time and it was nice to see BCOE and BUSD working so closely together.

## **REPORTS -**

### **FINANCIAL OFFICER'S REPORT:**

Pam Ragan gave an overview of the of the Unaudited Actuals powerpoint presentation to the Board (see attached). She went over the highlights of the report and clarified any matters the Board had. There were no final questions from the Board.

### **SUPERINTENDENT'S REPORT**

Mr. Kaelin updated the Board that Mrs. King held a Nurtured Heart training for all the elementary teachers at their staff development day. Ms. Leahy held a Google Docs training for the high school teacher articulation day. Mr. Kaelin said all the sports teams were off to a good start and the Cheerleaders were holding a mini cheer camp. Mr. Kaelin also noted that once again there have been no complaints filed with any school in the District during the past quarter. The District office is busy working on the Federal Audit. The auditors will be here the end of October. He and Mrs. Ragan will be attending a meeting in December to get an update on the Small School Funding.

## **CONSENT AGENDA**

The Board approved the Consent Agenda items A - D MSCU (Sheppard/Navarro) 4/0

- A. Approve MOU between BUSD and BCOE to partner in the After School Educational Safety Program (ASES)
- B. Approve MOU between BUSD and BCOE's Student Health & Prevention Program TUPE 7/1/15 – 6/30/18
- C. Inter-district Agreement Request(s) for the 2015 – 2016 school year
- D. Approve Contract with JEG Consulting for ERATE Services

## **ACTION ITEMS**

The Board approved Action Items A - G MSCU (Navarro/Clark) 4/0

- A. Approve Unaudited Actuals for 2014/2015
- B. Approve a new 4 hour Special Circumstances Aide position at Biggs Elementary
- C. Adopt the Following New or Updated Board Policies (BP), Administrative Regulations (AR) and Exhibits (E):
  - 1) BP/AR 0420 - Philosophy, Goals, Objectives, and Comprehensive Plans – School Plans/Site Council – Replace with Update
  - 2) BP/AR 1312.3 – Community Relations – Uniform Complaint Procedures – Replace with Update
  - 3) BP/E 4040 – Personnel – Employee Use of Technology – Replace with Update
  - 4) BP 4131 – Personnel – Staff Development - Replace with Update
  - 5) AR 4161.8/4261.8/4361.8 – Personnel – Family Care and Medical Leave – Replace with Update
  - 6) BP 4231 – Personnel – Staff Development - Replace with Update
  - 7) AR 5121 – Students – Grades/Evaluation of Student Achievement – Replace with Update
  - 8) BP 5131.2 – Students – Bullying – Replace with Update
  - 9) BP/E 6163.4 – Instruction – Student Use of Technology – Replace with Update
  - 10) BB 9100 – Board Bylaws – Organization – Replace with Update
  - 11) AR 5125.1 – Students – Release of Directory Information – Update with Minor Revision
  - 12) AR 5145.3 – Students – Nondiscrimination/Harassment - Update with Minor Revision
  - 13) AR 5145.7 – Students – Sexual Harassment - Update with Minor Revision
  - 14) BP 6172.1 – Instruction – Concurrent Enrollment - Update with Minor Revision
  - 15) BB 9223 – Board Bylaws – Filling Vacancies - Update with Minor Revision
- D. Approve update of LEA Plan
- E. Approve Biggs Elementary Single Plan for Student Achievement (SPSA)
- F. Approve BUSD and the City of Biggs Park Lease Agreement
- G. Approve Substitute Teacher Rates, effective October 1, 2015

**PERSONNEL ACTION**

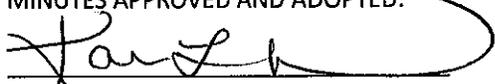
The Board approved Personnel Action Items A - H MSCU (Clark/Navarro) 4/0

- A. Approve Hiring of 4 hour Special Circumstances Aide at BES – *David Diaz*
- B. Approve Hiring of Mattison Hernandez as a Substitute Instructional Aide
- C. Approve Hiring of Favian Paredes Luquin as a Substitute Bus Driver/Grounds
- D. Approve Hiring of Greg Bicknell as a Substitute Teacher
- E. Approve Hiring of Brenda Crider as Substitute Cook/Custodian
- F. Approve Hiring Suzanne Francis in BES Student Council Advisor Stipend Position
- G. Approve Hiring of Sandy Moore, Shannon Logue, Scott Gates and Tammie Loftin in BTSA Support Provider positions.
- H. Accept Resignation of Gladys Tineo as Special Education Teacher as of September 21, 2015

**ADJOURNMENT**

The meeting was adjourned at 7:20 pm

MINUTES APPROVED AND ADOPTED:

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

10-15-15  
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.