

**MINUTES  
BIGGS UNIFIED SCHOOL DISTRICT  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
June 29, 2016**

**OPEN SESSION**

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

**ROLL CALL** - Board members present: Kari Wheeler, Kathryn Sheppard, Dennis Slusser and Pam Sheppard. America Navarro was not present.

Staff present: Doug Kaelin, Superintendent, Minden King, Elementary Principal, Pam Ragan, Financial Officer and Donna Cyr, Admin. Asst.

**PLEDGE OF ALLEGIANCE** - The Pledge was recited.

**APPROVAL OF AGENDA**

The Board approved the agenda with modification to Action Item M – adding the word “Surplus” after Salvaging old books, to Personnel Item B - adding “5<sup>th</sup> /6<sup>th</sup> Combo Teacher on a Provisional Internship Permit (PIP)” and Personnel Item H1 - addition of names KC Berry and Cameron Knipe to split stipend. MSCU (K. Sheppard/Slusser) 4/0

**APPROVAL OF MINUTES**

The Board approved the minutes from the June 8, 2016 and June 15, 2016 meetings as written. MSCU (P. Sheppard/Slusser) 4/0

The Board adjourned to closed session at 6:38 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 7:10 p.m.

**OPEN SESSION** - President Wheeler called the meeting to order at 7:13 p.m.

**ROLL CALL** - All Board members were present except Mrs. Navarro.

Staff present: Doug Kaelin, Minden King, Pam Ragan and Donna Cyr.

**ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**

President Wheeler reported that no actions took place in closed session. President Wheeler announced the modification to Action Item M – adding the word “Surplus” after Salvaging old books, to Personnel Item B - adding “5<sup>th</sup> /6<sup>th</sup> Combo Teacher on a Provisional Internship Permit (PIP)” and Personnel Item H1 - addition of names KC Berry and Cameron Knipe to split stipend, to the Agenda.

**PUBLIC COMMENT** - Kris Scott just wanted to let the Board know that the new football coach is doing a lot of good things and everyone seems to be really happy with him.

#### **CONSENT AGENDA**

The Board approved Consent Agenda Items A - B. MSCU (K. Sheppard/Slusser) 4/0

- A. Inter-district Agreement Request(s) for the 2016/2017 school year
- B. Approve Purchase Orders and Vendor Warrant

#### **ACTION ITEMS**

The Board approved Action Items A - Q. MSCU (P. Sheppard/K. Sheppard) 4/0

- A. Approve LCAP Plan as presented for Public Hearing.
- B. Adopt Original Budget for 2016/2017 as presented for Public Hearing.
- C. Approve overnight FFA Officers Retreat field trip to Bucks Lake on July 25 - 27
- D. Approve ratification of Tentative Agreement for BUTA and Public Disclosure
- E. Approve ratification of Tentative Agreement for CSEA and Public Disclosure
- F. Approve Confidential Classified Salary Schedule for 2016-2017 school year and Public Disclosure
- G. Approve Certificated Management Salary Schedule for 2016-2017
- H. Approve Resolution 2015/2016 #8 Regarding Reduction in Work Force – 4.5 hour One on One Aide
- I. Approve Adoption of EL Curriculum: 1) Advance Assoc. Publishing Company for Benchmark K – 6<sup>th</sup> grade and 2) McGraw Hill Publishing Company for Study Synch 7<sup>th</sup> – 8<sup>th</sup> grade.
- J. Approve LAN Services Contract with BCOE for Additional Workstation Services from 6/1/2016 – 5/31/2019
- K. Approve the 2016-2017 Certification of Assurances
- L. Adopt the Following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E):
  - BP/AR 1230 – Community Relations –School-Connected Organizations - update
  - BP/AR 1312.3 – Community Relations – Uniform Complaint Procedures - update
  - BP 2121 – Administration – Superintendent’s Contract –update
  - BP/AR 3515.2 - Business & Noninstructional Operations – Disruptions –update
  - BP 3515.7 – Business & Noninstructional Operations – Firearms on School Grounds – update
  - BP/AR 3553 – Business & Noninstructional Operations – Free & Reduced-Priced Meals - update
  - BP/AR 3311 – Business & Noninstructional Operations – Bids - update
  - BP/AR 3541.2 – Business & Noninstructional Operations – Transportation for Students with Disabilities - update
  - BP 3580 – Business & Noninstructional Operations – District Records - update
  - BP/AR/E(1) 4112.24 – Personnel – Teacher Qualifications Under the No Child Left Behind Act - delete
  - AR 4161.1/4361.1 – Personnel – Personal Illness/Injury Leave – update
  - AR 4161.2/4261.2/4361.2 – Personnel – Personal Leaves – update
  - AR 4261.1 – Personnel – Personal Illness/Injury Leave – update
  - E 5145 6– Students –Parental Notifications – update
  - BP 5146 – Students –Married/Pregnant/Parenting Students – update

- BP/AR 6142.7 – Instruction – Physical Education and Activity – update
- BP 6152 – Instruction –Class Assignment – update
- BP 6162.51 – Instruction – State Academic Achievement Tests – update
- BP/AR 6200 – Instruction – Adult Education – update
- BP 6164.2 – Instruction – Guidance/Counseling Services – update
- BB 9222 – Board Bylaws – Resignation – update
- BB/E 9270 – Board Bylaws – Conflict of Interest - update
- BB 9321 – Board Bylaws – Closed Session Purposes and Agendas – update

MINOR REVISIONS:

- BP 3270 – Business & Noninstructional Operations – Sale and Disposal of Books, Equipment and Supplies – update
  - AR 3550 – Business & Noninstructional Operations – Food Service/Child Nutrition Program – update
  - AR 3314 – Business & Noninstructional Operations – Payment for Goods and Services – update
  - AR 3515.5 – Business & Noninstructional Operations – Sex Offender Notification – update
  - AR 4030 – Personnel – Nondiscrimination in Employment - update
  - BP 4112.6/4212.6/4312.6 – Personnel – Personnel Files - update
  - AR 4112 – Personnel – Appointment and Conditions of Employment - update
  - BP 4112.21 – Personnel – Interns - update
  - AR 4112.23 – Personnel – Special Education Staff - update
  - E 4112.9/4212.9/4312.9 – Personnel – Employee Notifications - update
  - BP 4117.13/4317.13 – Personnel – Early Retirement Option - update
  - AR 5141.4 – Students – Child Abuse Prevention and Reporting - update
  - BP 6173.2 – Instruction – Education of Children of Military Families - update
  - AR 6158 – Instruction – Independent Study - update
  - AR 6171 – Instruction – Title I Programs - update
  - AR 7111 – Facilities – Evaluating Existing Buildings – update
  - E(1) 9323.2 –Board Bylaws - Actions by the Board - update
- M. *Approve Salvaging/Surplus old books: 21 copies of Keyboarding, Formatting, Document Processing – 1987; 19 copies of Basic Technical Drawing – 1995; 4 copies of Algebra II – 2007; 50 copies of old CAHSEE Math Prep Workbooks*
- N. Adopt Resolution 2015/2016 #10 - Ordering Governing Board Member Election
- O. Adopt Resolution 2015/2016 #9 - Regarding Costs of Candidates’ Statements
- P. Adopt Resolution 2015/2016 #11 - Establishing Procedure in Case of Tie Vote at Governing Board Election
- Q. Adopt Special Education Local Plan Area (SELPA) Local Education Agency Assurances

**PERSONNEL ACTION**

The Board approved Personnel Action Items A - H. MSCU (K. Sheppard/Slusser) 4/0

- A. Approve hiring of Gail Prestigiacomio as Biggs Elementary Teacher for 2016/2017 school year.
- B. *Approve hiring of Haylee Ponciano as Biggs Elementary 5<sup>th</sup>/6<sup>th</sup> Combo Teacher for 2016/2017 school year on a Provisional Internship Permit (PIP) credential.*
- C. Approve hiring of Angela Andes as Richvale Elementary Teacher for 2016/2017 school year.
- D. Accept resignation of Kris Scott as three (3) hour Instructional Aide at Richvale Elementary

- E. Approve hiring of Kris Scott as four (4) hour Instructional Aide at Biggs Elementary
- F. Approve hiring of Sarah Rood as a six (6) hour Special Circumstance Aide at Biggs Elementary
- G. Approve hiring of Amy Manville as a Substitute Instructional Aide for 2016/2017 year.
- H. Approve 2016-2017 Stipend List positions:
 

<ol style="list-style-type: none"> <li>1. Asst. Var Football</li> <li>2. Asst JV Football</li> <li>3. Head JV Volleyball</li> <li>4. CSF Advisor</li> <li>5. AD Position</li> <li>6. ASB Advisor</li> <li>7. Varsity Girls B'ball</li> <li>8. Varsity Boys B'ball</li> <li>9. JV Boys B'ball</li> <li>10. Varsity Baseball</li> <li>11. Varsity Track</li> <li>12. Student Study Team Coord.</li> <li>13. BHS Testing Coord. (SBAC)</li> <li>14. RES Lead Teacher</li> <li>15. BES Lead Teacher</li> <li>16. Shady Cr. Coord.</li> <li>17. Shady Cr. Teacher (2)</li> <li>18. Testing Coord. (SBAC)</li> <li>19. BES Student Coun. Adv.</li> <li>20. CJSF Advisor</li> <li>21. Chess Advisor (K - 5<sup>th</sup> &amp; 6<sup>th</sup> – 8<sup>th</sup> Grades)</li> <li>22. Results Coordinator</li> </ol>	<p><i>KC Berry &amp; Cameron Knipe will split stipend</i></p> <p>Paul Roles</p> <p>Michelle Schleef</p> <p>Gretchen Nevens</p> <p>Mandy Leahy</p> <p>Casey Smith</p> <p>Tim Sheridan</p> <p>Greg Kitchen</p> <p>Kenneth (KC) Berry</p> <p>Javier Solis</p> <p>Lauren Garcia</p> <p>Jodi Vance</p> <p>Cadie Honan</p> <p>Shannon Logue</p> <p>Maxine Hamblin</p> <p>Scott Gates</p> <p>Scott Gates &amp; Angela Andes</p> <p>Minden King</p> <p>Suzanne Francis</p> <p>Sandy Moore</p> <p>Tammie Loftin</p> <p>Dawn Robinson</p>
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**INFORMATION ITEMS** – Mr. Kaelin let the Board know that the tower/shed behind the backstop in the Little League field was removed. The big tree in the Kindergarten area was removed and the trees at the high school next to the portables were removed. Mr. Kaelin wanted to thank Anderson Drag Line for their services. The new Ag truck is running great and we will be purchasing a new stock trailer with the same grant money. We received an additional \$4,600 from the grant. Mr. Kaelin also wanted to report that the District has not received any Williams Complaints this year.

**FUTURE ITEMS FOR DISCUSSION**

Superintendent Kaelin wanted to remind the Board that there will be no meeting in July. There will be a Board Retreat in early August and the regular Board meeting will be on the 3<sup>rd</sup>.

**ADJOURNMENT** - The meeting was adjourned at 7:10 pm

MINUTES APPROVED AND ADOPTED:

  
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 Presiding President

  
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 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.