

Minutes  
BIGGS UNIFIED SCHOOL DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 2, 2019

**OPEN SESSION**

**CALL TO ORDER** – Vice President Navarro called the meeting to order at 6:36 p.m.

**ROLL CALL - Board members present:** America Navarro, Kathryn Sheppard, Megan Wilkinson and Jonna Phillips. Not present: Dennis Slusser

**Staff Present:** Doug Kaelin, Superintendent; LaQuita Ulrich, Elementary Principal, Pam Ragan, Financial Officer and Donna Cyr, Admin. Assist. & HR Officer

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

**APPROVAL OF AGENDA**

The Board approved the agenda with the addition of Action Item 8F – Approval to change the job classification from Financial Officer to Chief Business Officer (CBO) and 8G – Change Range D on Confidential Classified salary schedule to “Part time six (6) hour position”. MSC (Phillips/Sheppard) 4/0/1

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

**APPROVAL OF MINUTES**

The Board approved the minutes from the September 4<sup>th</sup> Regular Board Meeting and September 20<sup>th</sup> Special Board Meeting as written. MSC (Sheppard/Wilkinson) 4/0/1

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

The Board adjourned into Closed Session at 6:38 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. 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 7:04 p.m.

**OPEN SESSION** – Vice President Navarro called the meeting to order at 7:06 p.m.

**ROLL CALL** – All Board members present except Dennis Slusser.

**ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION** – Vice President Navarro announced action was taken during closed session to direct the Superintendent to draw up contract for the CBO position to be brought to next meeting.

**STUDENT REPRESENTATIVE REPORT**

A. ASB – Working on a community dance; they are having a blood drive on Oct. 15<sup>th</sup>, Fall Homcoming week is Oct. 21 – 25<sup>th</sup> starting off with the Powder Puff game on Monday and parade on Friday. They will be selling Christmas wreaths as a fundraiser.

B. FFA – Old business they had a BBQ for the HS staff. They had a Pig raffle, held the Greenhand mixer on Aug. 24<sup>th</sup> and had a Chapter meeting on Aug. 25<sup>th</sup>.

C. Student Recognition - Principal Ulrich presented the Biggs and Richvale Elementary School Awards for September to the elementary students. Superintendent Kaelin recognized the students from the High School for September.

**PARENT ASSOCIATIONS REPORTS** – Jonna Phillips updated everyone that the Missoula play went very well and was well attended. The Fall Carnival is set for October 17<sup>th</sup> at Biggs Community Hall. Boxtop fundraiser is starting on Oct. 25<sup>th</sup>.

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

#### **PUBLIC COMMENT**

Mrs. Stone wanted the Board to know about some of her concerns at Richvale Elementary School. Her concerns were lack of communication between BES and RES, follow through and parents being updated on issues.

#### **REPORTS:**

##### ELEMENTARY SCHOOL PRINCIPAL'S REPORT:

Principal Ulrich gave the report:

- An Academic Coach was hired to help keep master schedule, instructional minutes and help with the Learning Target
- Continued Tier 1 & 2 Behavior training. Behavior review on Tier 1. Looking at Tier 2 students. Looking at ways to support teachers with Tier 3 students yet stay within the state guidelines.
- Curriculum Instruction Team are supporting GoMath.
- PBIS Cadre is supporting teachers with Conscious Discipling training
- STEAM Night was a big success. Had a huge turnout and already planning for next year.
- Spirit Day Picnic was great and plan to have them every trimester, Missoula play was wonderful

##### M/O/T, CAFETERIA, REPORT:

Superintendent Kaelin gave the report:

- Having issues with some of the buses. Had to charter a bus for the football game to Fall River
- Electric bus will be delivered in December
- Looking to buy a new bus
- Having water line issues
- Windows at RES are almost done/installed
- RPA purchased a marquee for RES
- Going to paint a logo on the new stadium

##### SUPERINTENDENT & HIGH SCHOOL PRINCIPAL'S REPORT:

Superintendent Kaelin gave the report:

- Working to promote good attendance in school
- Met with Golden Apple Credit Union regarding Awards Program
- BHS teachers are working on WASC
- Working on the Federal Amendment to the LCAP
- Attending a CIF meeting in Burlingame on Thurs. and Friday, Oct. 10<sup>th</sup> & 11<sup>th</sup>
- We have new artwork in the DO hallway.

BOARD MEMBER REPORTS: Nothing from the Board

**CONSENT AGENDA**

The Board approved the Consent Agenda. MSC (Sheppard/Wilkinson) 4/0/1

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

- A. Approve Inter-district Agreement Request(s) for the 2019-2020 school year
- B. Approve Section 125 Plan – Cafeteria Plan
- C. Approve Contract for Heidi Koski Consulting Services for staff training for 2019-2020 school year
- D. Approve Auxiliary Organizations Liability Coverage.

**ACTION ITEMS**

The Board approved Action Item A - D. MSC (Sheppard/Wilkinson) 4/0/1

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

- A. Approve BES and RES 6<sup>th</sup> Grade Students to attend Shady Creek Outdoor School in Nevada City - March 23, 2020 to March 27, 2020
- B. Approve LCAP Local Indicators
- C. Approve Social Studies Weekly as a one year adoption for K-8
- D. Approve Mystery Science as a one year adoption for K – 8

- \*E. Approve Contract with AZ Bus Line not to exceed – *amount provided at meeting.* \* **REMOVED - Board authorized Superintendent to negotiate for bus. Amount to come back to future meeting.**

The Board approved Action Item F - G. MSC (Phillips/Sheppard) 4/0/1

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

- F. Approval to change the job classification from Financial Officer to Chief Business Officer (CBO)**
- G. Approval to change Range D of the Confidential Classified salary schedule to "Part time six (6) hour position"**

**PERSONNEL ACTION**

The Board approved Personnel Action Item A - E. MSC (Wilkinson/Sheppard) 4/0/1

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

- A. Approve Hiring of Cody Walsh as Varsity Wrestling Coach Stipend Position
- B. Approve Hiring of Analyn Dyer as Substitute Financial Asst./A.P./Payroll/Administration for District Office
- C. Approve Hiring of Jazmin Villegas as seasonal Gate Worker for 2019-2020 sports
- D. Approve Hiring Lance Moore at 6 hour Bus Driver/Custodian effective October 2, 2019
- E. Release Probationary Financial Assistant/Accounts Payable employee effective September 30, 2019

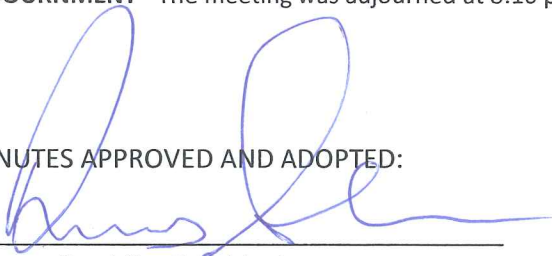
**INFORMATION ITEMS**

- A. LCAP Update – BCOE approved Biggs Unified LCAP.
- B. Quarterly Williams Uniform Complaint Report – No complaints were filed with any school in the district during the last quarter.
- C. Golf Team at BHS – This is a spring sport. It will be a co-ed sport. It would be a six (6) member team. Table Mountain Golf Course has been contacted and they are taking request to their Board. Issue of getting players to events – may be a school van or each player gets your own way there. The first year we would have to be in Independent League. The cost to the District would be \$1500 for coach. Sports Boosters would take care of awards, League dues provided by ASB and then the cost of a substitute teacher. Equipment – bags and shirts by the District and students provide their own clubs (possibility community could help with costs).

**FUTURE ITEMS FOR DISCUSSION** – Jonna Phillips would like to look into a band.

**ADJOURNMENT** - The meeting was adjourned at 8:10 pm.

MINUTES APPROVED AND ADOPTED:

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

11/6/19  
\_\_\_\_\_  
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.