

Minutes  
BIGGS UNIFIED SCHOOL DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 4, 2019

**OPEN SESSION**

**CALL TO ORDER** – Vice President Navarro called the meeting to order at 6:33 p.m.

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

**Staff Present:** Doug Kaelin, Superintendent; LaQuita Ulrich, Elementary Principal 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 Removal of Reports Item 7D – Financial Report: First Interim Budget; Removal of Action Item 9A – Approve First Interim Budget; Addition of Item 9C – Add Additional Board Meeting in December; Addition to Personnel Action Items Item 10H – Accept retirement of Pam Ragan effective 12/30/19 MSCU (Sheppard/Phillips) 3/0/2

**APPROVAL OF MINUTES**

The Board approved the minutes from the November 6, 2019 Regular Board meeting as written. MSCU (Sheppard/Phillips) 3/0/2

The Board adjourned into Closed Session at 6:34 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)

Board member Megan Wilkinson arrived at 6:38 pm

Board member Dennis Slusser arrived at 6:56 pm

Closed Session was adjourned at 7:09 pm

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

**ACTION ITEM - ANNUAL ORGANIZATIONAL MEETING**

A. ELECTION OF OFFICERS

1. President – Jonna Phillips

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

2. Vice President – M. America Navarro

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

Clerk – Dennis Slusser

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

3. Establishment of Regular Meetings

The Board will keep the meeting time and place the same for 2019. 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.

4. Selection of Board of Trustees Representatives

a) Representative to City Council

America Navarro nominated Megan Wilkinson. Megan will be serving in this position.

b) Representative to LCAP Committee

Kathryn Sheppard nominated Jonna Phillips. Jonna will be serving in this position.

c) Representative to Biggs/Richvale Educational Foundation

Megan Wilkinson nominated America Navarro. America will be serving in this position.

d) Representatives to Negotiation Teams: Biggs Unified Teachers Association (BUTA) and California School Employees Association (CSEA)

Jonna Phillips nominated 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

The District Superintendent was appointed to act as Secretary to the Board.

**PARENT ASSOCIATIONS REPORTS** – Mrs. Stone gave the RPA report. Said the Spaghetti Feed was a huge success. They enjoyed and appreciated the H.S. ASB and FFA volunteering. They were a great help. They made \$26,000 before expenses and the money will be used to purchase a couple of science tables and a microscope.

**STUDENT REPRESENTATIVE REPORT**

A. ASB – ASB volunteered at the RES Spaghetti Feed, sold Christmas wreaths, had a book sale. Planning the Basketball homecoming. Colaborating with BES ASB group.

B. FFA – FFA also volunteered at the RES Spaghetti Feed, had a clothing and canned food drive, having a booth at the Biggs Tree Lighting.

C. STUDENT RECOGNITION – - Principal Ulrich presented the Biggs and Richvale Elementary School Awards for November to the elementary students. Superintendent Kaelin recognized the students from the High School for November.

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

**PUBLIC COMMENT** – Jolene Sheppard wanted to thank the Board and District for it's support with the traveling softball team. There were 26 kids total and it was a great success. The teams are growing.

**REPORTS:**

ELEMENTARY SCHOOL PRINCIPAL'S REPORT:

Principal Ulrich gave the report:

- The Spaghetti Feed was great. There was a good turn out. The raffle was a huge hit and as always the food was great.
- Trainer Heidi Koski the Academic coach is working on Round 4 with teachers. Working on Objective, Think Pair Share, and Completing full sentences.
- Follow up with SWIS breakdown data. Continue to analyze the data and determining problem ahead. Determine what to put in place to address areas of need.
- The Publishing Club has created a Monthly Newsletter and they are doing an amazing job. They will start working on the Yearbook in January. Clarissa Pfister and Michelle Morris are heading up the club.
- IReady and IXL Data – working on the 2<sup>nd</sup> diagnostic test and reviewing the intervention data. Excited to see results.
- The Mother/Son dance that PAWS hosted was a great success. Sold 100 tickets. There was food, a DJ and Board games. Everyone had a blast.
- Thanked Mrs. Robinson for posting her 8<sup>th</sup> grade students work on the District Office walls and in the Board Room. They are doing a wonderful job.

SUPERINTENDENT & HIGH SCHOOL PRINCIPAL'S REPORT:

Superintendent Kaelin gave the report:

- We are 70% complete with the new wiring for cameras.
- Had issues with bus #2. Cost \$15,000 to fix problem
- Having van issues
- Trees on the south lawn at the H.S are being evaluated – they are getting old.
- Modernization plans are submitted – Schedule date is June 2020 for the BES Library/Teachers lounge building.
- Working on building leaking issues because of the rain – nothing major.
- Had a successful Football season
- Winter sports are in full swing. Moving wrestling practice to the Community Hall building.
- FFA had a State review on Tues., Dec. 3<sup>rd</sup>. Mostly positive comments. The Ag Advisory has some issues. Need to set their goals. Need to work on some of the Career Pathways.
- Working on the WASC visit in February. Our report to them needs to be turned in before the end of December.
- With the holidays coming up – need to work on attendance rates. We are high.
- Attending a training on LCAP next week. We hired a firm to work with our data to better show our shareholders where we are.

**FINANCIAL REPORT: - Removed**

**1. First Interim Budget**

BOARD MEMBER REPORTS: Nothing from the Board

**CONSENT AGENDA**

The Board approved the Consent Agenda Items A. MSCU (Sheppard/Wilkinson) 5/0

- A. Approve Purchase Orders and Vendor Warrants

#### ACTION ITEMS

The Board approved Action Items B - C. MSCU (Slusser/Wilkinson) 5/0

~~A. Approve First Interim Budget - Removed~~

- B. Adopt the Following New or Updated Board Policies (BP), Admin. Regulations (AR) and Exhibits (E):
  - BP/AR 0460 – Philosophy, Goals, Objectives and Comprehensive Plans – Local Control and Accountability Plan – updated
  - BP 0520 – Philosophy, Goals, Objectives and Comprehensive Plans – Intervention for Underperforming Schools – added
  - BP 0520.1 – Philosophy, Goals, Objectives and Comprehensive Plans – Comprehensive and Targeted Support and Improvement – added
  - BP 1431 - Community Relations – Waivers - updated
  - BP/AR 3515 - Business and Noninstructional Operations – Campus Security - updated
  - BP/AR 4116 – Personnel – Probationary/Permanent Status - updated
  - AR 4117.6 – Personnel – Decision Not to Rehire - deleted
  - BP 4119.22/4219.22/4319.22 – Personnel – Dress and Grooming - updated
  - BP 4216 – Personnel – Probationary/Permanent Status - updated
  - BP/AR 4218 – Personnel – Dismissal/Suspension/Disciplinary Action - updated
  - BP 5131 - Students – Conduct - updated
  - BP 5131.8 - Students – Mobile Communication Devices - added
  - BP 5132 - Students – Dress and Grooming - updated
  - AR 5141.26 - Students – Tuberculosis Testing - updated
  - BP/AR 5142 - Students – Safety - updated
  - BP/AR 7140 - Facilities – Architectural and Engineering Services - updated
  - BB 9323 – Board Bylaws – Meeting Conduct - updated

- C. **Add Additional Board Meeting in December** – Meeting set for December 11, 2019 at 4:30 pm

#### PERSONNEL ACTION

The Board approved Personnel Action Item A - H. MSCU (Wilkinson/Navarro) 5/0

- A. Approve Hiring of Jessica Lowry as a Substitute Cook/Custodian/Lt. Maintenance.
- B. Approve Hiring of Carl Boyd as 6 hour Custodian/Light Maintenance/Grounds at BHS effective 11/7/2019
- C. Approve Hiring of Daniel Spring as a Substitute Teacher
- D. Approve Hiring of Jorge Castaneda and Kameron Smith as volunteer walk-on JV Boys Basketball Coach for 2019-2020 season
- E. Approve Hiring of Cody Walsh as volunteer walk-on Wrestling Coach for 2019-2020 season
- F. Approve Hiring of Mark Felkins and Ashley Perez as volunteer walk-on Softball Coaches for 2019-2020 season
- G. Accept Resignation of Misty Vargas as Bus Driver/Light Maintenance/Custodian/Cook position as of 12/1/2019
- H. **Accept Retirement of Pam Ragan as Financial Officer effective December 31, 2019**

#### INFORMATION ITEMS -

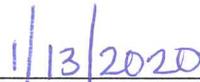
- A. LCAP Update – Working with the new template. Start having formal meeting in January.
- B. Investment Treasurer’s Report for September 30, 2019 & October 31, 2019 from Butte County Treasurer – Standard report from the County regarding investments.
- C. January Board Meeting is being scheduled for January 8, 2020

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

**ADJOURNMENT** - The meeting was adjourned at 8:05 pm

**MINUTES APPROVED AND ADOPTED:**

  
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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.