

**Minutes**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**August 14, 2013**

**OPEN SESSION**

**CALL TO ORDER**

Terry Lattimore called the meeting to order at 6:15 p.m.

**ROLL CALL**

Board members present: Robin Clark, Terry Lattimore, Kathryn Sheppard, Dennis Slusser and Kari Wheeler

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

President Lattimore requested changes on item 10B Inter-District Transfer #23 Action from Denied to Approved and on item 11B Stipend List adding CJSF (California Junior Scholarship Federation) at \$750.00. MSCU (Sheppard/Clark) 5/0

**APPROVAL OF MINUTES**

Minutes from the June 5, 2013 and June 13<sup>th</sup>, 2013 were approved. MSCU (Clark/Slusser) 5/0

The Board adjourned to closed session at 6:20 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 6:55 p.m.

**OPEN SESSION**

Terry Lattimore called the meeting to order at 7:00 p.m. Mr. Lattimore informed the public that the meeting was being tape recorded for the benefit of the recording secretary.

## **ROLL CALL**

Board members present: Robin Clark, Terry Lattemore, Kathryn Sheppard, Dennis Slusser and Kari Wheeler

Staff present: Doug Kaelin, Superintendent, Minden King, Elementary Principal, Pam Ragan, Financial Officer, Donna Cyr, H. R. Officer/Admin. Asst. and Nelda Andes, Director of M/O/T and Food Services

## **ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**

There was no action taken in closed session.

## **STUDENT REPRESENTATIVE REPORT**

### **ASB**

There was no report from the ASB.

### **FFA**

Members of the FFA gave a brief report on what happened during their summer trip to Tahoe.

## **STUDENT AWARDS**

Nothing at this time.

## **PARENT ASSOCIATIONS REPORTS**

Nothing at this time.

## **CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS**

There was nothing from CSEA at this time.

Patty Jones of BUTA informed the Board about the Backpack Drive and how successful it has been. She passed out a flyer on the Drive to each Board member.

## **PUBLIC COMMENT**

Mayor, Roger Frith welcomed everyone back to school and asked that flyer for the Backpack Drive be placed at City Hall.

## **PUBLIC HEARING**

The Public Hearing opened at 7:05 p.m. There were no comments from the public. The Hearing closed at 7:06 p.m.

## **SPECIAL RECOGNITION**

The Superintendent presented a plaque to Dave Withrow in special recognition for his 26 years with Biggs Unified School District. Mr. Withrow thanked the Board and Superintendent.

**M/O/T AND FOOD SERVICE DIRECTOR'S REPORT:**

Nelda Andes gave her report to the Board citing all the accomplishments that her crew performed over the summer break. Some of the accomplishments were preparing certain rooms for installing new carpet and cleaning the carpet in the others, fixing water lines and leaking pipes, repairing the back steps to the Richvale gym, trimming hedges and trees to name a few. Ms. Andes commended her staff for all their hard work.

**SUPERINTENDENT'S REPORT:**

Mr. Kaelin gave his report stating that the District has hired more employees this year than ever. We have had 30 new students enroll this year. The CST/Star scores were received from last spring and Mr. Kaelin said he would give a report at the September meeting on the results. Staff training will begin at the end of August on the new DATA tracking system called Illuminate. The District received notice from the Department of General Services (State architect) that the elementary schools site plans have been approved with some minor stipulations. The high school plans are in their final stage and should be signed off by the end of the month. The CDE sent us notice that BUSD has met all NCLB maintenance of effort which means there will be no reduction to the 2013 – 2014 program entitlement.

**HIGH SCHOOL AND CDS PRINCIPAL'S REPORT:**

Mr. Kaelin reported that during the summer there was a two-day training program with coaches and athletes. On Thursday, August 15<sup>th</sup>, from 6:00 pm – 8:30 pm at the High School, two retired Navy Seals will give a talk on leadership to the coaches and athletes, and the public is invited. He let everyone know that all sports started this week and there will be a mandatory meeting on Monday, August 26<sup>th</sup> at 6:00 pm at the High School for all athletes and at least one parent. Mr. Kaelin said he met today with the ASB and we were given a rough draft of the new student by-laws conditions. The by-laws will be on the September agenda for adoption. Mr. Kaelin noted that there was one new CDS student. He also said he was excited about the coming new year.

**ELEMENTARY SCHOOL PRINCIPAL'S REPORT:**

Mrs. King gave her report expressing her excitement about the coming school year. She let the Board know that there were 361 students in attendance at the Elementary school and 32 students in attendance at Richvale. During her Staff Development day there was training of teachers and paraprofessionals. They went over the common CORE .

**BOARD MEMBER REPORTS:**

Kathryn Sheppard said the school looked great and she was thrilled about the ASB. She was very excited about the new school year.

Robin Clark said she has seen some positive new changes.

Dennis Slusser said he has nothing but good things to say and the grounds look good.

Kari Wheeler said she has heard nothing but good things about the school and also said the grounds look good. She said the Principals are doing a great job.

Mr. Lattemore said he attended the Welcome Back Breakfast and everyone seemed excited. He barbecued hot dogs for lunch the first day of school at Richvale and they had a very nice time. He also said the schools look good.

## CONSENT AGENDA

The Board approved Consent Agenda items A, C & D MSCU (Sheppard/Slusser) 5/0

- A. Approve Purchase Orders and Vendor Warrants
- C. Accept Resignation from Judy Jennings, Cadie Honan, and Glenn Madsen
- D. Purchase of 32 OptiPlex Dell Computers valued at \$33,538.21
  
- B. Inter-District Agreement Request(s) for the 2013 – 2014 school year

During Agenda Approval the Board removed this item and moved it to Action Items I

## ACTION ITEMS

The Board approved Action Items A–H adding item I during Agenda Approval MSCU (Slusser/Clark) 5/0

- A. Approve Lifetime Athletic Pass for Judy Jennings and Dave Withrow
- B. Approve 2013-2014 Stipend List

At the time of Agenda Approval the Board approved adding CJSF for \$750 to the Stipend List.

- C. Adopt Board Policy 6146.1
- D. Approve 2013-14 Certification of Assurances – Consolidated Application
- E. Declare Listed Items from Biggs High School Library as Surplus
- F. Accept donation from Mart and Wendy Brown of decorative boulders
- G. Approve 2013 – 2014 45-Day Revised Original Budget

Pam Ragan, Financial Officer gave a PowerPoint presentation on the revised budget for the benefit of the Board and the public.

- H. Approve a \$154 transfer from Fund 40 Special Reserve to to Fund 01 General Fund
  
- I. Inter-District Agreement Request(s) for the 2013 – 2014 school year

The Board approved change of #23 action from Denied to Approved. MSCU (Sheppard/Slusser) 4/1  
Wheeler opposed.

## PERSONNEL ACTION

The Board approved Personnel Action items A – F, H & I pulling item G as noted. MSCU (Sheppard/Wheeler) 5/0.

- A. Approve Election of Donna Williams-Cyr as Administrative Assistant/H. R. Officer at step 4
- B. Approve Election of Bill Elcessor as Grounds/Bus
- C. Approve Election of Curtis Frith as Light Maintenance/Custodian Grounds
- D. Approve Election of Substitute Instruction Aides - Desiree Wilcott & Sarah Wyles-Rood
- E. Approve Election of Amanda Swanson as Girls Volleyball Coach
- F. Approve Election of Cadie Honan as ASB Advisor
- H. Approve Election of Wendy Hall as a Substitute Teacher
- I. Approve Election of Mark Kitchen as One on One Instructional Aide

G. Approve Election of Mike Pena and Winzona Rothchild as Athletic Directors

The Board approved Personnel Action item G MSCU (Sheppard/Wheeler) 3/2 Slusser & Clark opposed

**INFORMATION ITEMS**

A. Butte County JPA New Policy 5.9 – High Risk Deductibles

Mr. Kaelin gave an explanation of the High Risk Deductible policies and procedures 5.9. He wanted the Board to be aware of certain activities that could be impacted by these changes to the policy such as the Senior trip and the 8<sup>th</sup> Grade Trip. There was some discussion among the Board. Mr. Lattemore asked about the liability of the floats during parades. Mr. Kaelin said this wasn't affected.

B. Investment Transactions for month ending June 30, 2013 from BCBS

There was no discussion on this item.

A. Investment Report for June 30, 2013 from BCBS

There was no discussion on this item.

**FUTURE ITEMS FOR DISCUSSION**

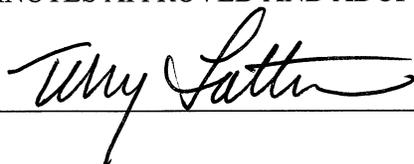
Ms. Clark asked about random drug testing? There was some discussion and Mr. Kaelin said he had looked into other school districts and it is very expensive to do.

Mr. Lattemore asked about moving away from Aires to Illuminate and Mr. Kaelin stated that Illuminate is a more user friendly software. Mr. Kaelin said that Oroville Elementary, Manzanita and Berry Creek were the only districts not using the program and Gridley is moving in that direction of Illuminate. He said there will be a team from Biggs to be trainers of the program. Mr. Lattemore asked if there can be reports generated from the system that are given to the Board monthly. Mrs. King said the software is very easy to use and the Parent Portal is very exciting.

**ADJOURNMENT**

The meeting was adjourned at 8:05 pm

MINUTES APPROVED AND ADOPTED: September 4, 2013

 Presiding Chairman

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.