

**MINUTES  
BIGGS UNIFIED SCHOOL DISTRICT  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 10, 2014**

**OPEN SESSION**

**CALL TO ORDER**

President Lattemore called the meeting to order at 6:38 p.m.

**ROLL CALL**

Board members present: Terry Lattemore, Kari Wheeler, Robin Clark and Kathryn Sheppard. Dennis Slusser was not present.

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

**PLEDGE OF ALLEGIANCE**

The Pledge was recited.

**APPROVAL OF AGENDA**

The Board approved the agenda with the addition of adding Item 11C - Approve Districts opener to CSEA – Compensation and Classification of Employees, Item 13F add the name of Jaime Parker and on Item 13G added the name of Suzanne Francis. MSCU (Wheeler/Clark) 4/0

**APPROVAL OF MINUTES**

Minutes from the November 5, 2014 meeting were approved as written. MSCU (Clark/Sheppard) 4/0

The Board adjourned to closed session at 6:41 p.m.

Board member Dennis Slusser arrived at 6:46 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.



The Board will keep the meeting time and place the same for 2015. 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.

Nomination (Clark)/Carried/Unanimous 5/0

4. Selection of Board of Trustees Representatives

a) Representative to City Council - Kari Wheeler remains serving.

Nomination (Clark)/Carried/Unanimous 5/0

b) Representative to Budget Committee – Robin Clark will serve.

Nomination (Wheeler)/Carried/Unanimous 5/0

c) Representative to Biggs/Richvale Educational Foundation - Dennis Slusser remains serving.

Nomination (Sheppard)/Carried/Unanimous 5/0

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

Robin Clark will serve with BUTA and Kathryn Sheppard remains serving with CSEA. America Navarro will be the alternate for BUTA and Dennis Slusser will be the Alternate for CSEA.

Nomination (Wheeler)/Carried/Unanimous 5/0

5. Secretary to the Board - The District Superintendent accepted and will remain serving.

**STUDENT REPRESENTATIVE REPORT** - There were no ASB for FFA reports.

**STUDENT AWARDS** - Mr. Kaelin will present the Student Award for December at the January meeting.

**PARENT ASSOCIATIONS REPORTS**

Shelley Slusser, RPA President gave her report updating the Board on the Annual Spaghetti Feed. They raised \$10,000 which will provide a lot of items for the school. Mrs. Slusser again wanted to thank Mr. Kaelin and Mrs. King for all their help with the Spaghetti Feed.

Kris Scott, PAW's Representative, reported that cookie dough will be delivered on Tuesday.

**CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS** - There was nothing from CSEA or BUTA.

**PUBLIC COMMENT**

Mrs. Pam Sheppard passed out a NOAA weather report and expressed her sadness in the District letting the basketball players go to the Portola Tournament. She feels the District should use every precaution in making the students safe.

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

Mr. Kaelin gave the report noting:

- They are continuing to work on replacing the lights at all the school sites.
- Staff is completing the new shop area

- Staff has been busy working on routine maintenance and repairs at all the sites.

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

##### Mrs. King reported:

- Mrs. King thanked everyone involved with the Richvale Spaghetti Feed which was a great success
- Paraprofessionals will be having professional development in the Nurtured Heart Program this week
- Parent training for Nurtured Heart Program will be March 18<sup>th</sup> & March 25<sup>th</sup> from 5:30 p.m.–7:00 p.m.
- 97 of our 6<sup>th</sup> through 8<sup>th</sup> grade students made honor roll for the first trimester and 40 of our 7<sup>th</sup> and 8<sup>th</sup> grade student have applied to join CJSF (California Junior Scholarship Federation)
- Our Chess Team is doing phenomenal and winning trophies and our Girls Basketball Team won in the Willows Tournament.

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

##### Mr. Pena gave his report:

- Mr. Pena updated the Board on all the Teachers projects and classroom activities
- The Wrestling Team placed 3<sup>rd</sup> in Yuba City Tournament
- ASB has their Secret Santa going on and are planning the Winter Homecoming theme
- In Girls Basketball, the Mel McLaughlin Invitational Tournament went well.
- The Teachers are reviewing for finals

#### **FINANCIAL REPORT:**

Ms. Ragan gave her report referencing the handouts (see attached). She reviewed these reports and her PowerPoint presentation and explained the funding percentages and Local Control Funding Formula. There were no questions.

#### **SUPERINTENDENT'S REPORT**

##### Mr. Kaelin updated the Board on:

- CDS has 8 students attending and 2 are close to going back to the High School
- Letters were sent home regarding the District Calendar Committee. They need to be returned by 12/19/14
- We received a notice from the State that a project from 10 years ago received approval.
- We are working with the County on ROP money for the Career Tech Grant.
- The Boosters Club gave the District \$27,000 for the High School gym bleachers. We will be using the surplus lumber in our shop class. This will take place after Basketball season
- The football stadium lights need to be replaced and we are working on this and getting bids.

#### **BOARD MEMBER REPORTS:**

Kathryn Sheppard housed some players that were attending the McLaughlin Basketball Tourney and they had an awesome time.

Robin Clark said it was a pleasure to house some of the girls from Quincy. The Tournament went well.

Dennis Slusser said it was nice to see a lot of new faces at the Tournament.

Kari Wheeler and America Navarro had nothing at this time.

#### **CONSENT AGENDA**

The Board approved the Consent Agenda items A - C. MSCU (Sheppard/Clark) 5/0

- A. Approve Inter-district transfers for 2014-2015 school year.
- B. Approve BUSD and CSEA negotiation openers for 2014 – 2015 school year.
- C. Approve Districts opener to CSEA – Compensation and Classification of Employees – added during agenda review.

## ACTION ITEMS

The Board approved Action Items A - G. MSCU (Sheppard/Clark) 5/0

- A. Approve REACH Conference - Junior High Conf. is March 5<sup>th</sup> – 7<sup>th</sup> & High School Conf. is March 26<sup>th</sup> – 28<sup>th</sup>
- B. Approve First Interim Budget
- C. Declare as Surplus: High School Gym Bleachers
- D. Approve Southwest Interiors bid to replace High School gym bleachers (Sports Booster to pay \$27,000.00 of cost)
- E. Approve Updated Financial Assistant/ AP/Purchasing Clerk Job Description.
- F. Approve Confidential/Classified Management MOU, Salary Schedule.
- G. Adopt the Following New or Updated Board Policies (BP), Administrative Regulations (AR) and Exhibits (E):  
 BP/AR 1312.3 - Community Relations – Uniform Complaint Procedures – Replace with Update  
 BP 5131.2 – Students – Bullying – Replace with Update  
 BP/AR 5145.3 – Students – Nondiscrimination/Harassment – Replace with Update  
 BP/AR 5145.7 – Students – Sexual Harassment – Replace with Update

## PERSONNEL ACTION

The Board approved Action Items A - G. MSCU (Navarro/Clark) 5/0

- A. Accept Resignation of Cindy Stallman as Special Education Teacher at Biggs High School as of November 14<sup>th</sup>, 2014
- B. Approve Election of Darci Roles as a Volunteer Girls Basketball Coach.
- C. Accept Resignation of Marilyn Howard as Instructional Aide at Biggs Elementary School as of December 31<sup>st</sup>, 2014
- D. Accept Resignation of Heather Dworak as 7<sup>th</sup> Grade Teacher at Biggs Elementary School as of December 31<sup>st</sup>, 2014
- E. Approve Election of JodiLyn Vance as Special Education Teacher at Biggs High School
- F. Approve Election Financial Assistant/AP and Purchasing Clerk – *Jaime Parker*
- G. Approve Election of Biggs Elementary ASB Coordinator Stipend position – *Suzanne Francis*

## INFORMATION ITEMS

- A. High School Gym Bleachers

Mr. Kaelin wanted to thank the Sports Boosters for the contribution towards the bleachers and all they do for the District.

## FUTURE ITEMS FOR DISCUSSION

There were no future items to be brought back for discussion at the time.

**ADJOURNMENT**

The meeting was adjourned at 8:07 pm

MINUTES APPROVED AND ADOPTED:

  
\_\_\_\_\_  
Presiding Chairman

1-7-15  
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.