

**MINUTES
BIGGS UNIFIED SCHOOL DISTRICT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
December 16, 2013**

OPEN SESSION

CALL TO ORDER

President Lattemore called the meeting to order at 6:33 p.m.

ROLL CALL

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

Staff present: Doug Kaelin, Superintendent, Pam Ragan, Financial Officer, Donna Cyr, H. R. Officer/Admin. Asst.

PLEDGE OF ALLEGIANCE

The Pledge was recited.

APPROVAL OF AGENDA

The Board approved the agenda. MSCU (Sheppard/Slusser) 5/0

APPROVAL OF MINUTES

Minutes of December 4, 2013 were approved as corrected and revised. Under **Future Items for Discussion** the change from Kris Scott to Kathryn Sheppard was made. MSCU (Slusser/Sheppard) 5/0

CLOSED SESSION: The Board did not meet in closed session.

PARENT ASSOCIATIONS REPORTS

There was nothing from the Parent Association at this time.

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

There was nothing from CSEA at this time. There was nothing from BUTA at this time.

PUBLIC COMMENT

FFA members Johnny Jackson and Trevor Horn gave their final report on the Student Farm project presenting their financial report. Mr. Jackson read the profit summary noting that with their three crops of onions, watermelon and corn they made \$38,050.28 gross, their net profit was \$17,203.70, giving each of the five students \$3,440.74.

SUPERINTENDENT'S REPORT:

Mr. Kaelin updated the Board on:

- HUD Housing paid 19 permits (Development Impact Fees) totaling \$80,000 (it was noted that the building of these houses will start in January 2014.
- The new score boards are up and working.
- The championship banners will be up soon in the gym.

BOARD MEMBER REPORTS:

Kari Wheeler said it was really nice to see the park in Biggs decorated with our students' Christmas ornaments and seeing families walking around admiring the tree.

FINANCIAL REPORT:

Ms. Ragan gave her report referencing the handouts (see attached). She reviewed these reports and her PowerPoint presentation and explained the Gap funding percentages and Local Control Funding Formula. Ms. Ragan said the ADA numbers are an estimate and she would have updated numbers at P1 reporting. There was discussion on the breakdown of funds. Mr. Kaelin said we should be in good shape but we need to be conservative.

CONSENT AGENDA

The Board approved the Consent Agenda. MSCU (Wheeler/Slusser) 5/0

- A. Inter-District Agreement Request(s) for 2013-2014 school year

ACTION ITEMS

The Board approve Action Items A & B MSCU (Sheppard/Slusser) 5/0

- A. Approve REACH Conference – Junior High Conf. is March 6th – 8th & High School Conf. is March 27th – 29th
- B. Approve First Interim Budget

PERSONNEL ACTION

The Board approved Personnel Action items A-C MSCU (Slusser/Clark) 5/0

- A. Approve Election of Sarah Wyles-Rood in the One On One Instructional Aide position at BES
- B. Approve Election of Mike Bedortha as a Volunteer JV Girls Basketball Coach
- C. Approve Election of Amy Hillel in the Head Varsity Softball Coach - Stipend position

INFORMATION ITEMS

There were no information items at this time.

FUTURE ITEMS FOR DISCUSSION

There were no future items at this time.

ADJOURNMENT

The meeting was adjourned at 7:13 pm

MINUTES APPROVED AND ADOPTED: January 13, 2014



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.

BIGGS UNIFIED SCHOOL DISTRICT 2013/2014 FIRST INTERIM BUDGET UNRESTRICTED GENERAL FUND

Below are revenue and expense estimates with narratives of changes for the 13/14 First Interim Budget Unrestricted General Fund as reported in SACS, MYP and adopted on December 16, 2013 .

REVENUES

- 13/14 First Interim Budget projected Ending Fund Balance MYP \$980, 265
- 12/13 Audited Actuals Ending Balance \$967,734

❖ *Estimated change in fund balance from 12/13 to 13/14*
+\$12,531

- **Original Budget**

	<u>13/14 OR Budget</u>	<u>13/14 1st Int.</u>
✓ Revenue Limit Sources 8000	\$3,660,390	4,696,719
✓ Federal Revenues 8100-8200	\$ 5,360	5,360
✓ Other State Revenue 8300-8500	\$ 729,038	88,936
✓ Other Local Revenue 8600-8700	\$ 286,515	357,565
 TOTAL UNRESTRICTED	 <u>\$4,681,303</u>	 <u>5,148,580</u>

- ❖ *Change from 13/14 Original Budget*

+\$467,277

8000s RL to LCFF -		+ \$1,036,329 (RL, EIA, Transp & Tier III)
8100-8200 Federal -		0
8300-8500 Other State -	-	\$ 640,102 (Tier III)
8600-8700 Other Local -	+	\$ 71,050 (Walnut revenue)

EXPENDITURES

• **First Interim Budget**

		<u>13/14 OR Budget</u>	<u>13/14 1st Int.</u>
✓ Certificated Salaries	1100	\$1,849,974	1,907,054
✓ Classified Salaries	2000	\$ 848,570	935,541
✓ Benefits	3000	\$ 1,037,065	990,025
✓ Books &Supplies	4000-6000	\$ 854,681	1,036,592
✓ Other Outgo	7100-7200	\$ 431,550	431,550
✓ Indirect/Direct Support	7300-7399	(\$ -60,795)	(-55,244)
		\$4,961,045	5,245,518
SUBTOTAL EXPENSES			
✓ Transfers In/Out	8900	(\$ 405,213)	(\$ 402,044)
✓ Contributions	8980	\$ 306,350	\$ 292,575
TOTAL EXPENSES		\$4,862,182	5,136,049

❖ *Change from 13/14 Original budget*



+273,867

Certificated 1100s -	+	\$ 57,080 (Salary adjustments)
Classified 2000s -	+	\$ 86,971 (Salaries from EIA, Transp, TA)
Benefits 3000s -	-	\$ 47,040 (reduction in UI offset increase)
Books/Supp. 4000s – 6000s	+	\$181,911 (CC, SAN, Fence, EIA & Transp)
Other Outgo 7100s – 7200s		0
Indirect 7300s - 7399	+	\$ 5,551 (EIA and Transportation)
Transfers 8900	+	\$ 3,169 (Cafeteria, Fund 40)
Contributions 8980	-	\$ 13,775 (Transportation)

• **MYP Assumptions**

13/14 Adjustments to Income:

- **NONE**

13/14 Adjustments to Expenses:

- NONE

14/15 Adjustments to Income:

- + \$85,636
Revenue limit COLA for 14/15 projected at 1.87%
- - \$1,360
Forest Reserve Funding ends
- -\$41,707
Loss of Form O revenue from BCOE
- -\$29,532
Loss of ROP revenue from BCOE
- -\$269,236
LCFF GAP adjustment

14/15 Adjustments to Expenses:

- +\$45,100
Estimated increase for step and column (Certificated, Classified, Conf/Admin)
- +\$3,443
Increased contribution to restricted for sequestration cuts
- -\$44,775
Retiree benefit buyout expense
- -\$50,000
Onetime expenses in budget for computers and E-rate
- -\$431,550
Remove Lease Revenue Payment
- +\$431,550
Removed transfer in from Fund 14 for Lease Revenue Note

15/16 Adjustments to Income:

- **+\$85,636**
Revenue limit COLA for 14/15 projected at 1.87% - carried forward
- **-\$1,360**
Forest Reserve Funding ends – carried forward
- **-\$41,707**
Loss of Form O revenue from BCOE – carried forward
- **-\$29,532**
Loss of ROP revenue from BCOE – carried forward
- **-\$269,236**
LCFF GAP adjustment – carried forward
- **+\$68,473**
Revenue Limit COLA for 15/16 projected at 1.99%

15/16 Adjustments to Expenses:

- **+\$90,200 (2 Years)**
Estimated increase for step and column (Certificated, Classified, Conf/Admin)
- **+\$3,443**
Increased contribution to restricted for sequestration cuts – carried forward
- **-\$44,775**
Retiree benefit buyout expense – carried forward
- **-\$50,000**
Onetime expenses in budget for computers and E-rate – carried forward
- **-\$431,550**
Remove Lease Revenue Payment – carried forward
- **+\$431,550**
Removed transfer in from Fund 14 for Lease Revenue Note – carried forward

16/17 Revenue and Expense Estimates

The projections for 16/17 are informational only and include the estimated COLA of 2.3%.