

Minutes
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 13, 2025

OPEN SESSION

CALL TO ORDER – President Jesmer called the meeting to order at 6:02 p.m.

ROLL CALL - Board members present: Melissa Jesmer, Jonna Phillips, M. America Navarro, and Sean Avram were present. Board members absent: Linda Brown was absent.

PLEDGE OF ALLEGIANCE – President Jesmer led the Pledge of Allegiance.

APPROVAL OF AGENDA: The Board approved the agenda as presented. MSCU (Avram/Phillips) 4/0/1

Jesmer - Aye

Brown - Absent

Phillips - Aye

Navarro - Aye

Avram - Aye

APPROVAL OF MINUTES: The Board approved the minutes from the Special Board Meeting on June 25, 2025 as written. MSCU (Avram/Navarro) 4/0/1

Jesmer – Aye

Brown – Absent

Phillips –Aye

Navarro – Aye

Avram - Aye

PUBLIC COMMENT (Closed Session Items) - None

The Board adjourned into Closed Session at 6:03 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 6:35 p.m. and the Board reconvened to Open Session at 6:35 p.m.

Staff Present: Doug Kaelin, Superintendent; Loretta Long, Admin. Assist. & HR Director; Analyn Dyer, CBO; Beverly Landers, Dean of Students; Tracey McPeters, RCA and Middle School Principal

ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Jesmer announced that no action was taken in Closed Session.

PARENT ASSOCIATIONS REPORTS – None

CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS – None

PUBLIC COMMENT- None

STUDENT REPRESENTATIVE REPORTS AND STUDENT RECOGNITION (Not on the agenda; Reps were present to report)

ASB REPORT: Gracie Sheppard introduced herself and announced the names of the other elected ASB Executive Officers for the year. She reported that there are spirit days planned the day of home football games. They are already working on planning Homecoming activities. The theme this year will be “Decades”.

FFA REPORT: Mason Kaelin reported that the officer retreat in Truckee went well. They are planning an ice cream event this year. There will be 21 Biggs FFA exhibits at the Butte County Fair. Chapter shirts are on sale now. Tylar Ainslie reported that Floral Subscription order forms are out and that they will start selling Pig Raffle tickets soon. The winner will be drawn on September 26th at the football game. The FFA barbequed for the National Night Out and they are planning to cook a staff breakfast at the high school next Monday.

REPORTS:

DEAN OF STUDENTS’ REPORT: Beverly Landers read her report and submitted it for the record.

RCA/MIDDLE SCHOOL PRINCIPAL’S REPORT: Tracey McPeters read her report and submitted it for the record.

HIGH SCHOOL PRINCIPAL’S REPORT: Doug Kaelin reported that high school is off to a good and quiet start. Staff is doing a deep dive into CAASPP scores using tournament type brackets and guessing top 5 picks. The highest scoring students were recognized at an assembly. Staff is focusing on getting kids to buy in to doing well on standardized tests. Four AP Spanish test takers from last spring earned college credits. One AP Biology and one AP Psychology test taker earned college credit in those respective subjects. The newly implemented cell phone policy is going well. Six phones (some from the highest achieving students) have been confiscated by the front office. The two student teachers from last spring are back. There are two periods of Art being taught now. Fall sports programs are off and running. Ten more students are enrolled compared to last year including Interdistrict Transfers and students who have moved to Biggs.

M/O/T/, FOOD SERVICE DIRECTOR’S REPORT: John Strattard’s previously submitted report was reviewed. Doug Kaelin added that the campus looks beautiful and that we are working on bus and van routes to better accommodate our students.

SUPERINTENDENT'S REPORT: Doug Kaelin reported that overall enrollment is about the same as last year district-wide. Out of the 548 students, 95 have IEPs, and there are 8 students with IEPs that we transport to other programs. The staff Welcome Back Breakfast went well. Longevity pins and Tenure Certificates were handed out. There was an inspector from Keenan doing a campus safety walk through today.

CBO'S REPORT: Analyn Dyer read her report and submitted it for the record.

BOARD MEMBER REPORTS: None

CONSENT AGENDA: The Board approved Consent Agenda Items A-B. MSCU (Navarro/Avram) 4/0/1
Jesmer – Aye
Brown – Absent
Phillips – Aye
Navarro – Aye
Avram – Aye

- A. Approve Superintendent's recommendations regarding Inter-District Agreement Request(s) as listed for the 2025-2026 school year
- B. Approve AP Vendor Check Register and Purchase Order Listing July 1, 2025 – July 31, 2025

ACTION ITEMS: The Board approved Action Items A-I. MSCU (Navarro/Avram) 4/0/1
Jesmer – Aye
Brown – Absent
Phillips – Aye
Navarro – Aye
Avram - Aye

- A. Approve 2024 Consumer Confidence Report for Richvale Elementary School
- B. Approve Amended 2025-2026 LCAP
- C. Adopt the New or Updated Board Policies (BP), Admin. Regulations (AR), and Exhibits (E) from the CSBA June 2025 release
- D. Approve quote from NexGen Math LLC in the amount of \$6,244.00 using Learning Recovery Block Grant Funds
- E. Approve quote from Cengage Learning in the amount of \$6,167.70 using Learning Recovery Block Grant Funds
- F. Approve quote from The Golden Rule Signs to replace the marquee at BHS using \$32,536.75 from General Unrestricted Funds
- G. Approve proposal from Mike Wolfchuck for samba drum classes

- H. Approve Renewal of Service Agreement with San Joaquin COE for LEA Billing Options Claiming Services
- I. Approve the following members of the 2025-26 Measure "A" Oversight Committee:
 - Anita Wilks
 - Travis Smith
 - Janet Smith
 - Barry Smith
 - Kathryn Sheppard

PERSONNEL ACTION ITEMS: The Board approved Personnel Action Items A-R. MSCU (Phillips/Avram)
4/0/1

Jesmer – Aye
Brown – Absent
Phillips – Aye
Navarro – Aye
Avram - Aye

- A. Accept resignation of Jessica Lowry, 6 HR SDC Instructional Aide, effective July 21, 2025
- B. Accept Katie Cyr's resignation from her 5.25 HR Instructional Aide position effective July 31, 2025
- C. Approve Katie Cyr as a 6 HR SDC Instructional Aide effective August 4, 2025
- D. Approve Mahri Hinshaw as a 4.5 HR Instructional Aide at RCA effective August 4, 2025
- E. Approve Valentina Gonzalez as a 5.25 HR Instructional Aide at BES effective August 4, 2025
- F. Approve Amie Little as a 5.25 HR Instructional Aide at BES effective August 4, 2025
- G. Approve Brandy Mower as a 5.25 HR Instructional Aide at BES effective August 4, 2025
- H. Approve Janet Thao as a Substitute Instructional Aide
- I. Approve Shelby Jackson as a Substitute Instructional Aide
- J. Approve Cheng Kong as a Bus Driver / Custodian for RCA effective August 4, 2025
- K. Approve Lila Wheeler as a Summer 2025 Lifeguard
- L. Approve Ali Khan as a Summer 2025 Lifeguard
- M. Approve Kari Cline as a Certificated Substitute Teacher for the RSP Lower Grades position at BES while the issuance of her Intern Credential is pending

- N. Approve Agriculture Teacher Extended Year Agreement with Lilly Baker
- O. Approve Agriculture Teacher Extended Year Agreement with Stephen Boyes
- P. Approve the following Stipend positions for the 2025-2026 school year:
- | | |
|---------------|--|
| Lisa Seipert | Head Varsity Volleyball Coach |
| Janet Thao | Head JV Volleyball Coach |
| Kameron Smith | CJSF Advisor |
| Jill Pearson | STEAM Night Coordinator |
| Beth Chavez | ASB/Student Council Advisor |
| Jill Pearson | RCA Lead Teacher |
| Beth Chavez | BES Lead Teacher |
| Shawn Smith | JV Assistant Football Coach (replacing Jack McDaniel – approved 6/11/25) |
- Q. Approve Ron Carr as a Walk-On Assistant Football Coach
- R. Approve Cody Owen as a Walk-On Assistant Football Coach

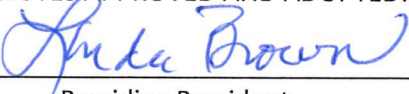
INFORMATION ITEMS:

- A. Board Ethics Training requirement: Each Board member is either signed up for an in-person or online training to cover this requirement.
- B. Quarterly Report on Williams Uniform Complaints: Superintendent Kaelin reported out that for the last Quarter, there have been no Williams Uniform Complaints against any school in the District.
- C. Bond Expense Report to date: The spreadsheet provided by Analyn Dyer was reviewed. Doug Kaelin gave project updates and informed the Board that he is meeting with Project Manager Zane Schreder tomorrow.

FUTURE ITEMS FOR DISCUSSION - None

ADJOURNMENT – 7:11 p.m.

MINUTES APPROVED AND ADOPTED:



Presiding President



Date

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