

**Minutes**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**September 10, 2025**

**OPEN SESSION**

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

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

**PLEDGE OF ALLEGIANCE** – Vice President Brown led the Pledge of Allegiance.

**APPROVAL OF AGENDA:** The Board approved the agenda as presented with one amendment. MSCU (Avram/Navarro) 4/0/1

Jesmer - Absent

Brown - Aye

Phillips - Aye

Navarro - Aye

Avram - Aye

**APPROVAL OF MINUTES:** The Board approved the minutes from the Regular Board Meeting on August 13, 2025 as written. MSCU (Phillips/Avram) 4/0/1

Jesmer – Absent

Brown – Aye

Phillips –Aye

Navarro – Aye

Avram - Aye

**PUBLIC COMMENT (Closed Session Items)** - None

**The Board adjourned into Closed Session at 6:05 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 6:43 p.m. and the Board reconvened to Open Session at 6:43 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** – Vice President Brown 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

**PUBLIC HEARING** - The public was given the opportunity to provide input regarding the Sufficiency of Instructional Materials for 2025/2026. No input was received, and there was no discussion from the Board.

**STUDENT REPRESENTATIVE REPORTS AND STUDENT RECOGNITION**

STUDENT(S) OF THE MONTH: Beverly Landers introduced two Students of the Month from Biggs Elementary and read their teachers' statements.

ASB REPORT: None

FFA REPORT: Audirana and Aryanna reported that Biggs had 25 animal exhibits at the recent Butte County Fair. They cooked a welcome back breakfast for the high school staff. Chapter shirts are on sale for \$20. They have sold 51 so far. Some members helped out at the Rice Experiment Field Days. Pig Raffle tickets are on sale now for \$10. The pig was raised by Logan Harrison and purchase by a buyers group who then donated it for the raffle. They held a Chapter meeting yesterday. They are starting to get info for the Silver Dollar Fair already. They helped bbq at the National Night Out. Doug Kaelin commented that the FFA is very focused on community service and giving back.

**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 the Butte County Fair is over and fall sports are up and running. They held a Senior Parent meeting last night and talked about graduation requirements and the need for committees. The turnout for Back to School Night was not so great. All the clubs on campus have started meeting, and CSF is already planning college campus visits. The Art Teacher is planning a museum field trip. A new smaller tractor for the walnut orchard is on the agenda for approval.

M/O/T/, FOOD SERVICE DIRECTOR'S REPORT: None

**SUPERINTENDENT'S REPORT:** Doug Kaelin thanked Analyn Dyer for getting the Art Grant money spent on a dance and drum contractor. Though these programs are not long-term, they give our kids more exposure to the arts. Our new bus has an issue with the air conditioning. It is in Sacramento for repairs. The campus grounds have never looked better. Grounds and maintenance staff have been working hard. A new marquee for the high school has been ordered. The Educational Foundation is helping to offset the cost. Overall, the first month is going well.

**CBO'S REPORT:** Analyn Dyer presented her previously submitted report on the Unaudited Actuals and also spoke on the Resolutions up for adoption.

**BOARD MEMBER REPORTS:** None

**CONSENT AGENDA:** The Board approved Consent Agenda Items A-D MSCU (Avram/Navarro) 4/0/1  
Jesmer – Absent  
Brown – Aye  
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 (\*Attachment was amended before approval)
- B. Approve AP Vendor Check Register and Purchase Order Listing August 1, 2025 – August 31, 2025
- C. Approve Fundraiser Requests for 2025-2026
- D. Approve Field Trip Requests for 2025-2026

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

- A. Adopt Resolution 2025/2026 #01 "Resolution Regarding Sufficiency of Instructional Materials for 2025-2026"
- B. Approve MOU with BCOE for Librarian of Record Services
- C. Adopt the New or Updated Board Policies (BP), Admin. Regulations (AR), and Exhibits (E) from the CSBA August 2025 release
- D. Approve the College and Career Access Pathways Partnership Agreement with Butte-Glenn Community College District for the 2025-2026 school year

- E. Approve the 2025-2026 Rural Education Achievement Program (REAP) Grant totaling \$16,919.00
- F. Approve MOU with Sutter County Superintendent of Schools for services related to Title III Part A
- G. Approve overnight field trip for the 6<sup>th</sup> Graders to Shady Creek from Jan. 26<sup>th</sup> to Jan. 30<sup>th</sup>, 2026
- H. Adopt Resolution 2025/2026 #002 "Transfer of Funds from Fund 01 to Fund 17"
- I. Approve FY 2024-25 Annual Disclosure of Capital Facilities/Accounting of Developer Fees (Form 25)
- J. Adopt Resolution 2025/2026 #003 "Resolution for Adopting the GANN Limit"
- K. Approve renewal of Agreement for Legal Services with Lozano Smith Attorneys at Law
- L. Approve renewal of commitment with the Mountain View Food Purchasing Cooperative
- M. Approve Dance and Performing Arts contract with Jennifer Stampanoni totaling \$13,370 for both RCA and BES using Prop 28 Fund
- N. Approve 2025-2026 MOU with CATIP for Lilly Baker's Agricultural Teachers' Induction Program
- O. Accept Student Support and Professional Development Grant in the amount of \$159,722
- P. Approve Section 125 Flexible Benefit Plan for 2025-2026
- Q. Approve the Unaudited Actuals Fiscal Year 2024-2025 Report
- R. Approve quote from Pape Machinery, Inc. in the amount of \$54,239.20 for a Compact Utility Tractor using Unrestricted Funds
- S. Approve attendance at the CASBO CBO Symposium for Analyn Dyer Nov. 19-21. Estimated cost \$2,895.95 using Educator Effectiveness Grant funds
- T. Approve attendance at the ACSA Personnel and Negotiation Symposium for Loretta Long Sept. 23-26. Estimated cost \$2,521 using Educator Effectiveness Grant funds

**PERSONNEL ACTION ITEMS:** The Board approved Personnel Action Items A-M. MSCU

(Phillips/Navarro) 4/0/1

Jesmer – Absent

Brown – Aye

Phillips – Aye

Navarro – Aye

Avram - Aye

- A. Accept resignation of 6 HR Instructional Aide at BHS, Nicole Thomas, effective August 22, 2025
- B. Accept resignation of Bus Driver / Custodian at RCA, Cheng Kong, effective August 21, 2025
- C. Approve release of probationary employee, Zarmeen Tahir – Finance Clerk, effective August 29, 2025
- D. Approve Catalina Sanchez as a Certificated Substitute Teacher
- E. Approve Jacqueline Valdez as a Certificated Substitute Teacher
- F. Approve Chelsea Thompson as a Substitute Classified Instructional Aide and MOT worker
- G. Approve Iareni Stanley as a Classified Substitute Instructional Aide
- H. Approve Ashley Tanner as a walk-on Assistant JV Volleyball Coach
- I. Approve Ron Carr as a walk-on Assistant Varsity Boys Basketball Coach
- J. Approve the following stipend positions for the 2025-2026 school year:
  - ASB BHS, Lauren Garcia
  - CSF BHS, Anne Lair
  - BHS Co-Lead Teacher, Casey Morch
  - BHS Co-Lead Teacher, Vince Sormano
  - 5<sup>th</sup>-8<sup>th</sup> Grade Girls' Basketball Coach, Hollie Byers
  - 5<sup>th</sup>-8<sup>th</sup> Grade Boys' Basketball Coach, Michael Rudd
  - Shady Creek Camp Coordinator, Tracey McPeters
  - Shady Creek Teachers, Hollie Byers and Bree Rosales
  - 5<sup>th</sup>/6<sup>th</sup> Grade Volleyball Coach, Amanda Vargas
  - 7<sup>th</sup>/8<sup>th</sup> Grade Volleyball Coach, Joelle Proper
- K. Approve Janet Thao as a 6 HR Instructional Aide at BHS effective September 2, 2025
- L. Approve Kathryn Schantz as a Substitute Classified Instructional Aide and MOT worker
- M. Approve Kari Cline as the RSP Lower Grades Teacher at BES effective September 8, 2025

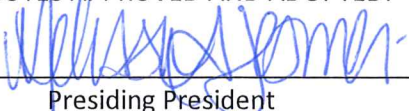
**INFORMATION ITEMS:**

- A. Bond Expense Report to date: The spreadsheet provided by Analyn Dyer was reviewed. Doug Kaelin gave project and bond sale updates as well as an overview of the time line for project completion. He noted a few newly constructed buildings in nearby districts that we can use as ideas for what we'd like for our middle school gym and classrooms. He is meeting with the project manager and architect tomorrow.

**FUTURE ITEMS FOR DISCUSSION - None**

ADJOURNMENT – 7:20 p.m.

MINUTES APPROVED AND ADOPTED:

  
\_\_\_\_\_  
Presiding President

OCT 08 2025

\_\_\_\_\_  
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.