

BIGGS UNIFIED SCHOOL DISTRICT

June 16, 2026

Biggs Unified Proposal to BUTA

The proposal is intended to be accepted or denied as a package.

The District and BUTA agree to modify APPENDIX B (Certificated Stipend Schedule) and APPENDIX C (Secondary Certificated Stipends Job Descriptions and Elementary Certificated Stipends Job Descriptions).

APPENDIX B

1. Effective August 1, 2026, adjust Appendix B. Stipend position will be percentage of Step One, Column one of the current years certificated salary schedule. The percentages will be as outline in the attached stipend list. The BUSD board will continue to determine which stipends are funded each year.
2. Effective August 1, 2026, Appendix C will be updated as indicated in the attachment.

Article XVIII Vacancies

G. The district shall open all stipend positions internally. If there are no internal applicants, then the district may rehire walk on coaches or open the positions externally

In Witness Whereof, the parties hereto have executed this Agreement on the date (s) set forth below.

Biggs Unified Teachers
(BUTA/CTA/NEA)

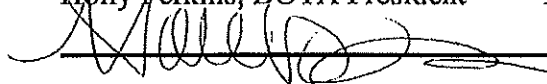
Biggs Unified School District Associations

 6/16/26

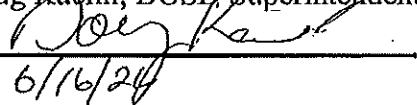
Holly Perkins, BUTA President

Date

Doug Kaelin, BUSD Superintendent



6/16/26


6/16/26

Hollie Byers, BUTA Officer

Date

APPENDIX B

Certificated Stipends Pay will be a percent of Step One, Column One of the current Certificated Salary Schedule.

1. The amounts listed are for activities and positions if they are recommended by the Principal and authorized by the Superintendent. The listing of activities and positions does not constitute authorization. Authorization will be based on budgetary considerations and board approval.
2. The amounts listed for each stipend may be pro-rated by the District if the responsibility for the activity is shared by more than one bargaining unit member. If for any reason, the bargaining unit member is not able to complete the full responsibilities for the assignment for which a stipend is to be paid, the amount actually paid shall be pro-rated appropriately based on the per cent of the assignment actually completed.
3. Stipends are paid to bargaining unit members for supervising or conducting activities outside the regular professional work day as defined in Article XII, Work Day, C.1 & 2. Bargaining unit members who wish to conduct activities within the workday must secure the specific approval of the principal to do so.
4. The District agrees to process payments to unit members for work covered by the stipend schedules on the variable payroll on the 10th of each month. Each principal will make a good faith effort to submit verification of work completed to the Business Office in time for the payments to be processed and delivered on the 10th of the month following completion of the unit member's assignment.
5. Counselor Extended Year

The work year for the high school counselor is established at 199 days. The fifteen work days beyond the 184 days required of all bargaining unit members will be paid at a daily rate determined by dividing the counselor's salary according to his/her placement on the salary schedule by 184.

The determination of the actual length of the counselor's work year is at the complete discretion of the District. The District agrees to notify the counselor and the Association by July 1 of each year of the number of extended days. The counselor will be required to submit a calendar outlining the extended days' work.

6. Hourly Wage Assignments

The hourly wage is determined by dividing the salary of Step 1 Range 1 by 184 days and dividing that by 7 hours.

Non-stipend duties are assignments made by the principal, approved by the Superintendent, which are completed outside the workday or work year. Summer curriculum work and specific duties not included in the stipend list are included in this category. These duties will be publicized in the school bulletin, and all qualified bargaining unit members will be given an opportunity to apply.

7. Cooperating Teachers with Student Teachers

The District will compensate cooperating teachers with student teachers at the rate that the University compensates the District.

8. Vocational Agriculture Teacher

When at the complete discretion of the District a bargaining unit member or members are assigned the responsibilities of a vocational agriculture teacher position by the principal, the salary of the teacher or teachers will be increased by 20% over his/their previous year's base salary prorated by the proportion of the full year to which each teacher completes additional responsibilities for the agriculture program beyond regular classroom duties. A full-time vocational agriculture teacher is required to work a minimum of 40 additional days beyond those required in a regular teaching assignment.

The District at its complete discretion may determine the pro-rata assignments to be allocated to the teachers to support the District's agriculture program.

The assignment of the additional responsibilities for the agriculture beyond the classroom shall be communicated to the teacher(s) by the principal or superintendent before the end of the spring semester. This communication shall include expectations and compensation.

The duties required of vocational agriculture teachers are those normally associated with an active Future Farmers of America program.

The salary provisions in these paragraphs are intended to be the full and complete compensation for agriculture teacher extra-duty responsibilities for each fiscal year from July 1 to the following June 30.

The teachers are required to provide a calendar of the extra duty days to the site principal.

BIGGS UNIFIED SCHOOL DISTRICT
EXTRA DUTY STIPEND SCHEDULE

Extra Duty Stipend

Step 1 Range 1 BUTA salary schedule

<u>Elementary/Jr High/RCA</u>	<u>percent</u>	<u>#</u>	<u>Amount</u>	<u>Total Budget</u>
CJSF Advisor	1.0	1	\$575	\$575.00
Chess Advisor	1.0	1	\$575	\$575.00
Academic Night Coordinator	1.0	1	\$575	\$575.00
ASB Advisor	1.5	1	\$862	\$862.00
Winter Program Director	1.0	1	\$575	\$575.00
Talent Show Director	1.0	1	\$575	\$585.00
Science Camp Teacher	1.5	2	\$862	\$1,725.00
Science Camp Coordinator	1.5	1	\$862	\$862.00
Athletic Advisor	1.0	1	\$575	\$575.00
Lead Teacher/PBIS/Classroom Support	4.0	2	\$2,300	\$4,600.00

IF TEAMS END UP BEING COMBO GRADE TEAMS 7/8 ONLY 1 STIPEND WILL BE PAID

Volleyball 8 th grade	1.5	1	\$862	\$862.00
Volleyball 7 th grade	1.5	1	\$862	\$862.00
Volleyball 6 th grade	1.5	1	\$862	\$862.00
Flag Football 7 th /8 th grade	1.5	1	\$862	\$862.00
Flag Football 6 th grade	1.5	1	\$862	\$862.00
Basketball boys 8 th grade	1.5	1	\$862	\$862.00
Basketball girls 8 th grade	1.5	1	\$862	\$862.00
Basketball boys 7 th grade	1.5	1	\$862	\$862.00
Basketball girls 7 th grade	1.5	1	\$862	\$862.00
Basketball boys 6 th	1.5	1	\$862	\$862.00
Basketball girls 6 th	1.5	1	\$862	\$862.00

BIGGS HIGH SCHOOL STIPEND LIST

<u>Stipend Position</u>	<u>percent</u>	<u>#</u>	<u>Amount</u>	<u>Total Budget</u>
Academic Decathlon	1.5	1	\$862	\$862.00
CSF Advisor	1.5	1	\$862	\$862.00
Chess Advisor	1.0	1	\$575	\$575.00
Student Councils (ASB)	3.5	1	\$2012	\$2012.00
State Testing Coordinator	1.0	1	\$575	\$575.00
Student Study Coordinator	1.0	1	\$575	\$575.00
Lead Teacher	4.0	1	\$2,300	\$2300.00
Athletic Director	8.0	1	\$4600	\$4600.00
Assistant Athletic Director (District wide)	4.0	1	\$2,300	\$2300.00
Head Varsity Football Coach	6.0	1	\$3400	\$3400.00
Assistant Varsity Football Coach	3.5	2	\$2012	\$4240.00
Head JV Football Coach	4.0	1	\$2300	\$2300.00
Assistant JV Football Coach	3.5	1	\$2012	\$2012.00
Head Varsity Volleyball Coach	6.0	1	\$3400	\$3400.00
Head JV Volleyball Coach	4.0	1	\$2300	\$2300.00
Head Varsity Cheer Coach	6.0	1	\$3400	\$3400.00
Head JV Cheer Coach	4.0	1	\$2300	\$2300.00
Head Cross Country Coach	6.0	1	\$3400	\$3400.00
Head Varsity Boys Basketball Coach	6.0	1	\$3400	\$3400.00
Head JV Boys Basketball Coach	4.0	1	\$2300	\$2300.00
Head Varsity Girls Basketball Coach	6.0	1	\$3400	\$3400.00
Head JV Girls Basketball Coach	4.0	1	\$2300	\$2300.00
Head Wrestling Coach (coed)	6.0	1	\$3400	\$3400.00
Assistant Wrestling Coach (coed)	3.5	1	\$2012	\$2012.00
Head Varsity Baseball Coach	6.0	1	\$3400	\$3400.00
Head Varsity Softball Coach	6.0	1	\$3400	\$3400.00
Head Track Coach (coed)	6.0	1	\$3400	\$3400.00
Assistant Track Coach (coed)	3.5	1	\$2012	\$2012.00
Head Golf Coach (coed)	6.0	1	\$3400	\$3400.00

APPENDIX C

Below are sample duties for each stipend positions, other duties may be required to complete the stipend.

SECONDARY CERTIFICATED STIPENDS JOB DESCRIPTIONS

Academic Decathlon Coordinator

1. Attend organizational meetings held by Country Coordinator.
2. Select team members appropriately utilizing school records and teacher recommendations.
3. Research subject areas and various related materials.
4. Prepare study materials.
5. Organize teacher tutors and schedule sessions.
6. Prepare students for competition.
7. Supervise team during Decathlon competition.
8. Provide for appropriate publicity before and after the event.
9. Provide for appropriate recognition of participating students.

Student Study Team Coordinator

1. Supervise the identification of At Risk students.
2. Provide notice to appropriate personnel of all S.S.T. meetings.
3. Coordinate S.S.T. meetings with the principal.
4. Provide all relevant information to S.S.T. participants
5. Maintain a list of school site 504 students.

Chess Advisor (High School)

1. Recruit students to participate in the chess program in grades 9-12.
2. Provide for regular meetings.
3. Maintain equipment.
4. Participate in fall and spring home rated tournaments.
5. Attend the state tournament with the teams in the spring.

6. Provide for appropriate student recognition.

Lead Teacher- Biggs High School

The Biggs High School lead teacher will perform the following jobs:

1. WASC coronation during reporting cycles.
2. Duties when principal is off campus during day. Assuming responsibility for discipline of students and making necessary follow-through. Making decisions requiring immediate action in the absence of the principal. Keeping the principal informed of any actions taken in the line of duties.
3. General supervision and responsibility of the school's activities, excepting supervision of instruction.
4. Making parent contact in matters affecting the successful operation of the school and its programs.
Attend IEP meetings in the absence of the principal

Athletic Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the Principal/designee in management and oversight of the entire athletic program and department to ensure quality competition and sportsmanship for and in athletes.
2. Adhere to the California Education Code, Title V, and carry out Board Policies and Administrative Regulations.
3. Assist in the selection, observation, evaluation and support of the coaching staff.
4. Coordinate the scheduling of athletic events in accordance with CIF and League regulations.
5. Assist in the responsibility for recommending athletic budgets and purchase of supplies and equipment.
6. Assist in the requisitioning, issuing, and maintaining an inventory of athletic equipment as well as responsibility for the care of athletic facilities.
7. Coordinate and budget the transportation for all athletic programs.
8. Responsible for certification of coaching staff and walk-on coaches in accordance with State/District guidelines.
9. Maintains excellent working relationships with educational partners, feeder schools, athletic booster groups, etc; when necessary, helps with the creation of new or additional support groups for specific teams and participates in fundraising, letters of recommendation, press-box, awards, etc.
10. Respond to parent questions and concerns as appropriate.
11. Assume the responsibility for the supervision, safety and welfare of students.
12. Perform other athletic department related duties as assigned by the Principal, including supervision of games

Assistant Athletic Director

Assist the Athletic Director in carrying out the duties of the Athletic Director at the High School. Provide guidance in carrying out the same duties at the Middle School.

C.S.F. Advisor

1. Monitor student report cards in grades 9-12 and notify all eligible students.
2. Organize and supervise appropriate meetings and activities normally associated with an organization of this type.
3. Supervise all fund raising activities of the organization.
4. Determine which students are to receive awards according to the guidelines of the State organization and to see to their appropriate distribution at recognition activities.

Academic Night Coordinator

1. Advise teachers of procedures, guidelines and deadlines.
2. Communicate information to staff, parents and district office.
3. Arrange printing of certificates for students
4. Schedule event with input from Principal.
5. Other duties assigned by Principal as they relate to this event

Spelling Bee Coordinator

1. Recruit students to participate in the annual Spelling Bee.
2. Advise teachers of procedures, guidelines and deadlines.
3. Provide appropriate study materials.
4. Organize and conduct the Spelling Bee for students in grades 7-12.
5. Oversee the advancement of winners to the next level of competition.
6. Secure and supervise the distribution of awards.
7. Provide for students supervision at all competition.

Student Council Advisor (High School)

1. Meet with student body officers and other selected students before or after school on a schedule to be established jointly with the high school principal.
2. Supervise the process for electing student body officers.
3. Assume responsibility for supervising students in the organization of all student-body activities.
4. Assume responsibility for advising students in matters of student government to include student body constitution revisions and budget development and control.
5. Communicate with staff members on behalf of students in the conduct of appropriate student activities.
6. Perform other duties as assigned by the principal.

ELEMENTARY CERTIFICATED STIPEND JOB DESCRIPTIONS

CJSF Advisor

1. Perform all the duties of C.S.F. Advisor at the appropriate level for students in grades 7 and 8.

Chess Advisor

1. Recruit students to participate in the chess program.
2. Provide appropriate instruction to interested students.
3. Organize and conduct an elementary school chess tournament.
4. Provide for appropriate student recognition.

Lead Teacher- Biggs Elementary School

The Biggs Elementary School lead teacher will perform the following jobs:

1. Student Study Team Coordinator: Supervise the identification of at-risk students. Provide notice to appropriate personal of all SST meetings. Coordinate SST meetings with principal. Provide all relevant information to SST participants.
2. Enrichment Program Coordinator. Supervise the production and distribution of trimester enrichment program. Monitor students who are attending mandatory enrichment/remedial classes. Make parent notification when necessary to enroll student in mandatory homework hall.
3. Duties when principal is off campus during day. Assuming responsibility for discipline of students and making necessary follow-through. Making decisions requiring immediate action in the absence of the principal. Keeping the principal informed of any actions taken in the line of duties.
4. General supervision and responsibility of the school's activities, excepting supervision of instruction.
5. Making parent contact in matters affecting the successful operation of the school and its programs.
6. Attend IEP meetings in the absence of the principal.

Lead Teacher /RCA)

1. Lock and unlock facilities.
2. Set and turn off alarms.
3. Regulate heat, air conditioning, and sprinklers.
4. Answer phones
5. Respond to parent inquiries or complaints.
6. Act as liaison for the community of Richvale and the Principal.
7. Sign for deliveries
8. Respond to service calls, health inspectors, P.G. & E., etc.
9. Clean up when custodians are absent.
10. Provide for transportation needs.
11. Plan for emergencies such as fire, earthquakes, and natural disasters.
12. Supervise the student discipline program of the school.
13. Act on behalf of the principal in his/her absence.

Science Fair Coordinator

1. Organize, supervise and encourage elementary school participation in a Science Fair in the spring of each year as a culminating activity of science instruction.
2. Coordinate the activity with a similar activity organized for secondary students.
3. Advise teachers and students of procedures, guidelines, and deadlines involved.
4. Oversee the judging of student project.
5. Secure and supervise the distribution of awards.
6. Provide for appropriate before and after publicity.

Spelling Bee Coordinator

1. Recruit students to participate in the annual Spelling Bee.
2. Advise teachers of procedures, guidelines, and deadlines.
3. Provide appropriate study materials.
4. Organize and conduct the Spelling Bee for students in the elementary grades.
5. Secure and supervise the distribution of awards.
6. Oversee the advancement of winners to the next level of competition.
7. Provide for appropriate before and after publicity.
8. Provide for student supervision at all competitions.

Talent Show Director

1. Recruit sixth grade students to participate in a talent show to be produced in the spring.
2. Provide for appropriate instruction, practice, and rehearsals.
3. Organize and direct a day performance for the school and a night performance for the community.
4. Provide for appropriate before and after publicity.

Winter Program Director

1. Encourage teachers and students in grades K-6 to prepare appropriate performances for a program to be presented prior to the winter recess.
2. Organize and provide for the supervision of the program.
3. Provide for appropriate before and after publicity.

Science Camp Coordinator

1. Communicate all details of the Science Ecology School to students, teachers, and parents.
2. Plan fund-raising activities with parents and teachers.
3. Oversee fund-raising activities to generate enough money to send all sixth grade students to science camp.
4. Interview prospective high school student counselors and recommend them to the principal for appointment.
5. Coordinate counselor appointments with other participating schools.
6. Coordinate and determine final student cabin assignments.
7. Schedule instructional units in preparation for the Science Camp trip.

Science Camp Teacher

1. Attend Science Camp Ecology School with a sixth grade class.
2. Accompany students to all classes from Monday through Friday.
3. Sleep five nights at camp.
4. Supervise students during their week at Science Camp.

Athletic Advisor

1. Assist the District Assistant Athletic Director in carry out the duties outline at the Middle School.
2. Maintain an inventory of Middle School uniforms
3. Work with the site Principal on Academic Eligibility and maintain a list of student rosters.