

Minutes
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
October 8, 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 (Navarro/Phillips) 4/0/1

Jesmer - Aye

Brown - Absent

Phillips - Aye

Navarro - Aye

Avram - Aye

APPROVAL OF MINUTES: The Board approved the minutes from the Regular Board Meeting on September 10, 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 6:31 p.m. and the Board reconvened to Open Session at 6:31 p.m.

Staff Present: Doug Kaelin, Superintendent; Loretta Long, Admin. Assist. & HR Director; Analyn Dyer, CBO; 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

STUDENT(S) OF THE MONTH: Tracey McPeters introduced BES teachers who then presented certificates to their Student of the Month winners.

ASB REPORT: Audriana Chanes reported that the theme for Football Homecoming was Decades. They had a rally and a parade of floats decorated by the classes. The juniors and sophomores won the Powder Puff game. Hunter Seipert and Ruby Ramos won Homecoming King and Queen. They are planning a “pink out” for the next football game. For Halloween, they are holding a costume contest. Soon, they will be voting on a theme for Basketball Homecoming in February.

FFA REPORT: Rhegan Jones and Rosemary Castaneda reported that FFA sent teams to the Shasta Field Day. The FFA participated in the Homecoming parade. October 15th is their next Chapter Meeting. The freshmen are going to the Greenhand Leadership Conference in Gridley. They have sold 40 floral arrangement subscriptions so far this year.

REPORTS:

DEAN OF STUDENTS’ REPORT: Tracey McPeters read the Dean of Students’ report on behalf of Beverly Landers 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 Homecoming was uneventful and there were no problems. There was a lot of participation in the dress up days, and the float building activity and parade were highly attended. The first quarter grading period ends this Friday. This is used for athletic participation eligibility. The counselor is hosting a FAFSA night tonight for parents and students to get help filling out the financial aid form. There will be members there from Butte College to advise.

M/O/T/, FOOD SERVICE DIRECTOR’S REPORT: Doug Kaelin reported that the new marquee for the high school should be delivered soon and that the part to fix the BES marquee will be here next week. Hopefully, both will be up and running soon. Contractors came for a walkthrough of the District Office to gather info for submitting reroofing bids. The CHP was here this week to inspect our files on the bus

drivers. The new bus is back from the shop. The fencing at RCA is the last piece that needs to be done to complete the project in Richvale.

SUPERINTENDENT'S REPORT: Doug Kaelin reported that he attended the Superintendents' meeting at BCOE this morning. The Superintendents went to two sites of the Oroville City Elementary School District to see their new shade structures. We are the only District who has settled negotiations with both of our Unions. Mr. Kaelin was given a list of 41 reports that school districts are required to do for the California Department of Education. The Superintendents discussed the federal mandates for public student vaccinations vs. the state mandates. There are worries about parents pulling their children from public schools if more and more vaccinations are required. Overall, things are positive as a whole in the District.

CBO'S REPORT: Analyn Dyer read her previously submitted report.

BOARD MEMBER REPORTS: None

CONSENT AGENDA: The Board approved Consent Agenda Items A-C MSCU (Avram/Navarro) 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 September 1, 2025 – September 30, 2025
- C. Approve Field Trip Requests for 2025-2026

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

- A. Set December 10, 2025 as the date for the Annual Board Organizational Meeting (Form SF 1)
- B. Approve MOU with BCOE for the After School Education and Safety Program (ASES)
- C. Approve quote from Voltage Specialists for the replacement of expired fire detectors in the amount of \$11,090
- D. Approve quote from Quality Fence & Repair for fencing at RCA in the amount of \$7,730

- E. Approve an additional 6 HR SDC Instructional Aide position at BES
- F. Accept donation of an electric vehicle from Travis Smith
- G. Adopt the New or Updated Board Policies (BP), Admin. Regulations (AR), and Exhibits (E) from the CSBA September 2025 release

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

Jesmer – Aye

Brown – Absent

Phillips – Aye

Navarro – Aye

Avram - Aye

- A. Approve Meridith Lavy as a Substitute Instructional Aide
- B. Approve Brendan Leonard as a Substitute Instructional Aide
- C. Approve Shannon Capshew as a Certificated Substitute Teacher
- D. Approve Ryan Herren as a Certificated Substitute Teacher
- E. Approve Charlie Ramos as the BHS Wrestling Coach for the 2025-2026 season
- F. Void contract with Certificated RSP Lower Grades Teacher, Kari Cline effective September 26, 2025
- G. Approve Xochitl Figueroa as a 6 HR SDC Instructional Aide at BES, tentative start date October 6, 2025

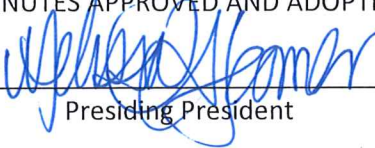
INFORMATION ITEMS:

- A. Bond Expense Report to date: Analyn Dyer's previously submitted spreadsheet showing up to date bond expenses was reviewed.
- B. Census Day Enrollment Number: Loretta Long reported that the Census Day count for our District was 553 students.
- C. 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.

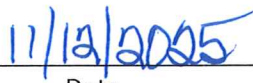
FUTURE ITEMS FOR DISCUSSION - None

ADJOURNMENT – 7:00 p.m.

MINUTES APPROVED AND ADOPTED:



Presiding President



Date

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