

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

OPEN SESSION

CALL TO ORDER – President Jesmer called the meeting to order at 6:00 p.m.

ROLL CALL - Board members present: Melissa Jesmer, Linda Brown, Jonna Phillips, M. America Navarro, and Sean Avram were present. Board members absent: No Board members were absent.

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

APPROVAL OF AGENDA: The Board approved the agenda as presented. MSCU (Brown/Avram) 5/0
Jesmer - Aye
Brown - Aye
Phillips - Aye
Navarro - Aye
Avram - Aye

APPROVAL OF MINUTES: The Board approved the minutes from the Regular Board Meeting on November 12, 2025 as written. MSCU (Phillips/Navarro) 5/0
Jesmer – Aye
Brown – Aye
Phillips –Aye
Navarro – Aye
Avram - Aye

PUBLIC COMMENT (Closed Session Items) – Several people were present to make comment on Personnel Action Item 16 A concerning approval of the Varsity Softball Coach. Kelby Sheppard re-read his letter from the November Board meeting for the members that were absent. He expressed his concern that this talented and dedicated group of girls were on the verge of falling apart. He related the coaching situation to an example from the business world of letting a valued (skill-wise) employee go for the sake of the rest of the coworkers that the employee was negatively affecting. Jennifer Black voiced her concern that the girls were not being heard and is advocating for her daughter and the other girls on the team. She feels the candidate being recommended for the coach position would not put our kids in the best position to thrive. Jolene Sheppard read from her notes expressing how this is a special group of girls that have played together for a long time. She feels these players need a respectable and respectful mentor more than they need a coach. Kris Villalobos stated that she has complained about the current coach/proposed candidate in the past without result. She asked who would be monitoring the coach's improvement if she were approved to coach this upcoming season.

The Board adjourned into Closed Session at 6:13 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

Closed Session was adjourned at 6:33 p.m. and the Board reconvened to Open Session at 6:33 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.

ANNUAL ORGANIZATIONAL MEETING

A. ELECTION OF OFFICERS

1. *President* – Melissa Jesmer

Sean Avram nominated Linda Brown for President. Linda Brown declined the nomination. Linda Brown nominated Melissa Jesmer. Sean Avram seconded the nomination. MSCU (Brown/Avram) 5/0

2. *Vice President* – Sean Avram

M. America Navarro nominated Sean Avram for Vice President. Melissa Jesmer seconded the nomination. MSCU (Navarro/Jesmer) 5/0

3. *Clerk* – Jonna Phillips

Sean Avram nominated Jonna Phillips for Clerk. M. America Navarro seconded the nomination. MSCU (Avram/Navarro) 5/0

4. Establishment of Regular Meetings

The Board will keep the meeting place, meeting day, and meeting time for 2026. The Board will meet the second Wednesday every month unless there is a holiday. There will only be a second meeting on the fourth Wednesday each month when necessary. The meeting time will be 6:00 p.m. MSCU (Phillips/Navarro) 5/0

5. Selection of Board of Trustees Representatives

The following members will be representatives for the following organizations:

- a) Representative to City Council – Linda Brown
- b) Representative to LCAP Committee – Jonna Phillips

- c) Representative to Biggs/Richvale Educational Foundation– M. America Navarro
- d) Representatives to Negotiation Teams: Biggs Unified Teachers Association (BUTA) and California School Employees Association (CSEA) – Sean Avram to serve as BUTA and CSEA rep. Melissa Jesmer will be the alternate for BUTA and CSEA.

6. *Secretary to the Board* – Doug Kaelin, Superintendent

Jonna Phillips nominated Doug Kaelin. M. America Navarro seconded the nomination.
MSCU (Phillips/Navarro) 5/0

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 a Student of the Month and read his teacher's comments. Holly Perkins introduced her Student of the Month and made her comments.

ASB REPORT: Gracie Sheppard reported that Secret Santa week is going well and that the reveal luncheon is this coming Monday. They are busy preparing for Basketball Homecoming. Christmas Dress Up Days are next week. A Blood Drive is planned.

FFA REPORT: Tylar Ainslie and his fellow FFA member reported that they held their November Chapter Meeting on the 19th and did a hand turkey project. Bryce Seipert was voted FFA Member of the Month for going above and beyond as a Freshman Greenhand. They donated proceeds from a canned food drive to a local church. The Floral Team toured the Floral Fresh Wholesale Market on a recent field trip. Some members will attend Ag Mechanics Demo Day at Chico State. There are five members working on State FFA Degrees.

REPORTS:

DEAN OF STUDENTS' REPORT: Tracey McPeters read Beverly Landers's 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 winter sports teams are participating in a lot of tournaments, both home and away. Basketball and wrestling have been successful so far. The Government class participated in Mock Trials, and the experience was positive.

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

SUPERINTENDENT'S REPORT: Doug Kaelin reported that the re-roofing of the District Office building has started and is going well. Notice for Bid to re-roof the high school will go out soon. The state dashboard results showed that we have made improvement in our state testing scores. The graduation rate at BHS went down, but it is still at 97%. Mr. Kaelin passed around the plans for the new middle school and gym. We are moving forward with bond projects and will need to sell a second set of bonds in the spring to start those.

CBO'S REPORT: Analyn Dyer read her presentation on the First Interim Budget.

BOARD MEMBER REPORTS: None

CONSENT AGENDA: The Board approved Consent Agenda Items A-C. MSCU (Brown/Avram) 5/0

Jesmer – Aye

Avram – Aye

Phillips – Aye

Navarro – Aye

Brown – Aye

- A. Approve Superintendent's recommendations regarding Inter-District Agreement Request(s) as listed for the 2025-2026 and the 2026-2027 school years
- B. Approve AP Vendor Check Register and Purchase Order Listing November 1, 2025 – November 30, 2025
- C. Approve Field Trip Requests for 2025-2026

ACTION ITEMS: The Board approved Action Items A-G. MSCU (Avram/Brown) 5/0

Jesmer – Aye

Avram – Aye

Phillips – Aye

Navarro – Aye

Brown - Aye

- A. Adopt the New or Updated Board Policies (BP), Admin. Regulations (AR), and Exhibits (E) from the CSBA November 2025 release
- B. Approve the updated 2026-2027 Biggs Unified School District Academic Calendar
- C. Approve the updated 2026-2027 Richvale Charter Academy Academic Calendar
- D. Approve the Mandated Block Grant
- E. Approve Rainforest Art Project for Richvale Charter Academy
- F. Approve agreement between Biggs Unified School District and the Richvale Recreation & Park District

G. Approve First Interim Budget

PERSONNEL ACTION ITEMS: Items A-K were carried over from the November 12, 2025 Regular Board Meeting. The Board took action on each Personnel Action Item separately

- A. Approve Michelle Schleef as the 2025-2026 Varsity Softball Coach
No motion was made on Item A. Matter dies for lack of motion.
- B. Approve Ron Carr as the 2025-2026 JV Boys Basketball Coach
The Board approved Item B. MSCU (Avram/Phillips) 5/0
- C. Approve Kameron Smith as the 2025-2026 Varsity Baseball Coach
The Board approved Item C. MSCU (Brown/Navarro) 5/0
- D. Approve Jeff Thengvall as the 2025-2026 BES Chess Advisor
The Board approved Item D. MSCU (Phillips/Brown) 5/0
- E. Approve Aaron Bayless as the 2025-2026 BES Winter Program Advisor
The Board approved Item E. MSCU (Phillips/Navarro) 5/0
- F. Approve Stefanie Greenberg as a Substitute Classified Instructional Aide
The Board approved Item F. MSCU (Phillips/Brown) 5/0
- G. Approve Megan Shelton as a Certificated Substitute Teacher
The Board approved Item G. MSCU (Brown/Avram) 5/0
- H. Approve Eder Haro as a Certificated Substitute Teacher
The Board approved Item H. MSCU (Phillips/Navarro) 5/0
- I. Approve Shawn McEntire-Smith as a walk-on Assistant JV Boys Basketball Coach
The Board approved Item I. MSCU (Navarro/Brown) 5/0
- J. Approve Cindi Van Quick as a walk-on Assistant JV Girls Basketball Coach
The Board approved Item J. MSCU (Brown/Avram) 5/0
- K. Approve Katelyn Ryan as a walk-on Assistant JV Girls Basketball Coach
The Board approved Item K. MSCU (Navarro/Brown) 5/0
- L. Approve Bereniz Baltazar as a Substitute Classified Instructional Aide
The Board approved Item L. MSCU (Avram/Navarro) 5/0
- M. Approve Maritza Alvarez as a Substitute Classified Instructional Aide
The Board approved Item M. MSCU (Avram/Phillips) 5/0
- N. Approve Taylor Guthrie as a Certificated Substitute Teacher
The Board approved Item N. MSCU (Brown/Navarro) 5/0

- O. Accept resignation of Zonah Headley, 5.25 HR Instructional Aide at BES, effective November 28, 2025
The Board approved Item O. MSCU (Phillips/Navarro) 5/0

- P. Accept resignation of Tabatha Hennessy, TK-K Combo Class Teacher at BES, effective December 19, 2025
The Board approved Item P. MSCU (Navarro/Brown) 5/0

- Q. Approve hiring Leland Papa as the Lower Grades RSP Teacher, working under an Intern Credential at BES, effective January 9, 2026
The Board approved Item Q. MSCU (Avram/Navarro) 5/0

INFORMATION ITEMS:

- A. Bond Expense Report to date: No new expenditures have been made.
- B. Interdistrict Transfer Policy: Current policy and proposed state changes to the policy were distributed and reviewed.
- C. Board Ethics Training: Loretta Long reminded members of the Board to complete their Ethics training through Keenan if they have not already done so.

FUTURE ITEMS FOR DISCUSSION – None

ADJOURNMENT – 7:24 p.m.

MINUTES APPROVED AND ADOPTED:



Presiding President



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.