

**Agenda**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**BOARD ROOM – 300 B Street**  
**October 8, 2025**  
**6:00 p.m. Closed Session**  
**6:30 p.m. Estimated Open Session**

District LCAP Goals

- ❖ Goal 1 – Biggs Unified will provide conditions of learning that will develop College and Career Ready students. Priority 1, 2 and 7.
- ❖ Goal 2 – Biggs Unified will plan programs, develop plans, and provide data from assessments that will maximize pupil outcomes. Priority 4 and 8.
- ❖ Goal 3 – Biggs Unified will promote students engagement and a school culture conducive to learning. Priority 3, 5 and 6.

**OPEN SESSION**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**

Pg 4-9      A. September 10, 2025 Regular Meeting

- 6. PUBLIC COMMENT** – Anyone wishing to address the Board on Items listed under Closed Session on the agenda may do so at this time. Comments are limited to 3-5 minutes and 20 minutes each subject matter.

**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)

If Closed Session is not completed before 6:30 p.m., it will resume immediately following the open session/regular meeting.

**RECONVENE TO OPEN SESSION**

- 7. ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION**
- 8. PARENT ASSOCIATIONS REPORTS**
- 9. CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS**

**10. PUBLIC COMMENT** - Anyone wishing to address the Board on items on or off the agenda may do so at this time. No action may be taken on items that are not listed as Action Items. Comments are limited to 3-5 minutes and 20 minutes each subject matter.

**11. STUDENT REPRESENTATIVE REPORTS AND RECOGNITION**

A. Student(s) of the Month

B. ASB

C. FFA

**12. REPORTS** - Pursuant to the Brown Act: Gov. Code 854950 et.seq. - Reports are limited to announcements or brief descriptions of individual activities

A. DEAN OF STUDENTS' REPORT:

B. RES/MIDDLE SCHOOL PRINCIPAL'S REPORT:

C. HIGH SCHOOL PRINCIPAL'S REPORT:

D. M/O/T AND FOOD SERVICE DIRECTOR'S REPORT:

E. SUPERINTENDENT'S REPORT:

F. CBO'S REPORT:

G. BOARD MEMBER REPORTS:

**13. CONSENT AGENDA** - All matters listed under the Consent Agenda are routine and will be acted upon by one motion and vote. If an item needs further clarification and/or discussion, it may be removed from the Consent portion of the agenda and then be acted upon as a separate item.

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

**14. ACTION ITEMS**

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

## **15. PERSONNEL ACTION**

- 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

## **16. INFORMATION ITEMS**

Pg 38

- A. Bond Expense Report to date
- B. Census Day Enrollment Number
- C. Quarterly Report on Williams Uniform Complaints – No complaints were filed with any school in the district the last quarter

## **17. FUTURE ITEMS FOR DISCUSSION**

## **18. ADJOURNMENT**

Notice to the Public: Please contact the Superintendent's Office at 868-1281 ext. 8100 should you require a disability-related modification or accommodation in order to participate in the meeting. This request should be received at least 48 hours prior to the meeting in order to accommodate your request. Agenda materials are available for public inspection at 300 B St., Biggs, CA 95917

**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

---

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.

# *Biggs Unified School District*

300 B STREET, BIGGS, CALIFORNIA 95917  
(530)868-1281

Doug Kaelin  
Superintendent

## **CBO BOARD REPORT**

10/8/2025

### ❖ Business Services information:

- a) The Fiscal Year 2025/26 Adopted Budget review results were completed by BCOE and accepted on September 17, 2025.
- b) We are currently making significant progress in collaboration with the auditor on the FY 24/25 Financial Audit Report. The presentation of this report, scheduled for the December or January board meeting, will provide you with a comprehensive overview of our financial status, instilling confidence in our operations.
- c) We have initiated our work with the E-Rate Advisor on the RFP scheduling and preparation for 2026/27. This proactive step aligns with our goal of efficient planning and management. We also have \$ 127,000 FCC-approved funding for Category 2, up to 2030.
- d) Attended Training on Integrating Workers' Compensation Benefits with the Ed Code at Tehama COE 9/24/25
- e) Attended NVSIG JPA Meeting 10/2-10/3 at Lake Tahoe, CA

# BIGGS UNIFIED SCHOOL DISTRICT

Meeting Date: October 8, 2025

Item Number: 13 A  
Item Title: Inter-district Agreement Request(s)  
Presenter: Doug Kaelin, Superintendent & Loretta Long, Admin. Assistant/HR Officer  
Attachment: None  
Item Type: ☒ Consent Agenda ☐ Action ☐ Report ☐ Work Session ☐ Other:

## Background/Comments:

We have received the following interdistrict transfer requests. After reviewing each one with Board Policy and Administration Regulations 5117, we make the following recommendations.

2025-2026 School Year	From:	To:	Action	New/Ongoing
1. (TK)	Gridley	Biggs	Accept	New
2. (8 <sup>th</sup> Grade)	Biggs	Live Oak	Release	New
3. (K)	Thermalito	Biggs	Accept	New
4. (10 <sup>th</sup> Grade)	Gridley	Biggs	Accept	Ongoing
5. (5 <sup>th</sup> Grade)	Biggs	Manzanita	Release	New
6. (K)	Biggs	Manzanita	Release	New
7. (8 <sup>th</sup> Grade)	Gridley	Biggs	Accept	Ongoing
8. (5 <sup>th</sup> Grade)	Gridley	Biggs	Accept	Ongoing
9. (K)	Biggs	Gridley	Release	Ongoing
10. (5 <sup>th</sup> Grade)	Biggs	Chico	Release	New
11. (8 <sup>th</sup> Grade)	Biggs	Gridley	Release	New
12. (9 <sup>th</sup> Grade)	Biggs	Gridley	Release	New
13. (5 <sup>th</sup> Grade)	Biggs	Gridley	Release	Ongoing

Fiscal Impact: We will have a loss of ADA for those outgoing transfer requests and an increase of ADA for those incoming transfer requests.

Recommendation: The Superintendent recommends action as indicated.

## **BIGGS UNIFIED SCHOOL DISTRICT**

Meeting Date: October 8, 2025

Item Number: 13 B

Item Title: Approve AP Vendor Check Register and Purchase Order Listing

Presenter: Moneek Graves, Fiscal Assistant

Attachment: AP Vendor Check Register & Purchase Order Listing for  
September 1, 2025 through September 30, 2025

Item Type: ☒ Consent Agenda ☐ Action ☐ Report ☐ Work Session ☐ Other

### Background/Comments:

The AP Vendor Check Register and Purchase Order totals are as attached.

### Fiscal Impact:

As indicated.

### Recommendation:

Approve.

Register 000551 - 09/04/2025

Bank Account COUNTY - US Bank

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-332585	220.83	Printed	01		Strattard, John (001201 - Emp)
3005-332586	75.04	Printed	01		PACIFIC STORAGE COMPANY AMERICAN MOBILE SHREDDING (100075/1)
3005-332587	422.95	Printed	01		Baker Distributing CO LLC (100774/1)
3005-332588	89.40	Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-332589	317.53	Printed	01		CINTAS CORPORATION NO. 2 (100749/1)
3005-332590	14.94	Printed	01		GRAINGER INC (100240/1)
3005-332591	98.50	Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-332592	249.00	Printed	01		J C NELSON SUPPLY CO (100275/1)
3005-332593	465.34	Printed	01		Heritage Landscape Supply Group (100353/2)
3005-332594	3,869.23	Printed	01		PG&E (100369/1)
3005-332595	956.98	Printed	13		PRO PACIFIC FRESH (100376/1)
3005-332596	115.07	Printed	13		SFS OF SACRAMENTO, INC (100443/2)

6,894.81

Number of Items

12 Totals for Register 000551

## 2026 FUND-OBJ Expense Summary / Register 000551

01-4300	1,671.59	
01-5503	3,869.23	
01-5800	75.04	
01-9110*		5,615.86-
<b>Totals for Fund 01</b>	<b>5,615.86</b>	<b>5,615.86-</b>
13-4300	223.47	
13-4700	1,055.48	
13-9110*		1,278.95-
<b>Totals for Fund 13</b>	<b>1,278.95</b>	<b>1,278.95-</b>
<b>Totals for Register 000551</b>	<b>6,894.81</b>	<b>6,894.81-</b>

\* denotes System Generated entry

Net Change to Cash 9110

6,894.81- Credit

Register 000551 - Fund/Obj Expense Summary

Bank Account COUNTY - US Bank

2026 FUND-OBJ Expense Summary / Register 000551 (continued)

Page Intentionally Left Blank

Register 000552 - 09/09/2025

Bank Account COUNTY - US Bank

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-333079	150.00	Printed	73		Brady Smith (Brady Smith - Payee)
3005-333080	300.00	Printed	73		Jazmin Ibarra (Jazmin Ibar - Payee)
3005-333081	300.00	Printed	73		Marcella Munanui (Marcella Mu - Payee)
3005-333082	19.31	Printed	01		Chavez, Mary E (001138 - Emp)
3005-333083	892.28	Printed	01		AT&T (100086/1)
3005-333084	121.78	Printed	01		Beverly Landers (100854/1)
3005-333085	531.31	Printed	01		BUTTE AUTO PARTS (100115/1)
3005-333086	24.00	Printed	01		BUTTE COUNTY SHERRIF S OFFICE RECORDS DIVISION (100125/1)
3005-333087	253.33	Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-333088	216.00	Printed	01		CHICO RENT-A-FENCE (100158/1)
3005-333089	12,382.93	Printed	01		CITY OF BIGGS (100164/1)
3005-333090	39.00	Printed	01		FGL ENVIRONMENTAL (100221/1)
3005-333091	1,022.10	Printed	01		J C NELSON SUPPLY CO (100275/1)
3005-333092	133.93	Printed	01		MACS MARKET (100318/1)
3005-333093	1,309.07	Printed	01		RECOLOGY BUTTE COLUSA (100384/1)
3005-333094	257.11	Printed	01		SCHOLASTIC INC (100408/1)
3005-333095	7,329.97	Printed	13		SFS OF SACRAMENTO, INC (100443/2)
3005-333096	48.11	Printed	01		Tracey McPeters (100905/1)
3005-333097	197.88	Printed	01		VERIZON WIRELESS (100467/1)

25,528.11

Number of Items

19 Totals for Register 000552

## 2026 FUND-OBJ Expense Summary / Register 000552

01-4300	2,386.98	
01-5502	12,382.93	
01-5504	1,309.07	
01-5600	216.00	
01-5800	39.00	
01-5807	24.00	
01-5900	1,090.16	
01-9110*		17,448.14-
<b>Totals for Fund 01</b>	<b>17,448.14</b>	<b>17,448.14-</b>
13-4300	336.04	
13-4700	6,993.93	
13-9110*		7,329.97-

Selection Sorted by Check Number, Include Address:No, Filtered by (Org = 6, Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Starting Check Date = 9/1/2025, Ending Check Date = 9/30/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )

## Register 000552 - Fund/Obj Expense Summary

Bank Account COUNTY - US Bank

## 2026 FUND-OBJ Expense Summary / Register 000552 (continued)

Totals for Fund 13	7,329.97	7,329.97-
73-5800	750.00	
73-9110*		750.00-
Totals for Fund 73	750.00	750.00-
Totals for Register 000552	25,528.11	25,528.11-

\* denotes System Generated entry

Net Change to Cash 9110                      25,528.11- Credit



Register 000553 - 09/16/2025

Bank Account COUNTY - US Bank

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-333623	176.00 Printed	01		E P E S (100199/1)
3005-333624	8,158.00 Printed	01		NorthValley Insurance Group II c/o Keenan -SETECH (100951/1)

8,334.00

Number of Items

2 Totals for Register 000553

---

**2026 FUND-OBJ Expense Summary / Register 000553**


---

01-5450	8,158.00	
01-5900	176.00	
01-9110*		8,334.00-
<b>Totals for Register 000553</b>	<b>8,334.00</b>	<b>8,334.00-</b>

\* denotes System Generated entry

Net Change to Cash 9110

8,334.00- Credit

Register 000553 - Fund/Obj Expense Summary

Bank Account COUNTY - US Bank

2026 FUND-OBJ Expense Summary / Register 000553 (continued)

Page Intentionally Left Blank

Register 000554 - 09/18/2025

Bank Account COUNTY - US Bank

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-333929	1,319.18 Printed	01		A Z Bus Sales Inc (100057/4)
3005-333930	3,542.11 Printed	01		AMAZON (100697/1)
3005-333931	1,101.40 Printed	01		ANDES POOL SUPPLY (100077/1)
3005-333932	379.36 Printed	01		OFFICE DEPOT (100358/1)

6,342.05

Number of Items

4 Totals for Register 000554

---

**2026 FUND-OBJ Expense Summary / Register 000554**


---

01-4300	5,817.05	
01-5800	525.00	
01-9110*		6,342.05-
<b>Totals for Register 000554</b>	<b>6,342.05</b>	<b>6,342.05-</b>

\* denotes System Generated entry

Net Change to Cash 9110

6,342.05- Credit

Register 000554 - Fund/Obj Expense Summary

Bank Account COUNTY - US Bank

2026 FUND-OBJ Expense Summary / Register 000554 (continued)

Page Intentionally Left Blank

Register 000555 - 09/23/2025

Bank Account COUNTY - US Bank

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-334213	25.40 Printed	01		Mcdaniel, Monica (001477 - Emp)
3005-334214	799.94 Printed	01		AMAZON (100697/1)
3005-334215	623.75 Printed	01		Amira Learning, Inc. (100948/2)
3005-334216	154.08 Printed	01		Baker Supplies & Repairs (100955/1)
3005-334217	578.00 Printed	01		CA STATE DEPT OF JUSTICE ACCOUNTING OFFICE (100132/1)
3005-334218	619.98 Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-334219	269,000.00 Printed	21		Central Valley Environmental (100962/1)
3005-334220	200.00 Printed	01		CHRISTENSEN TELECOMMUNICATIONS (100163/1)
3005-334221	7.75 Printed	01		CINTAS CORPORATION NO. 2 (100749/1)
3005-334222	13,597.38 Printed	01		CITY OF BIGGS (100164/1)
3005-334223	29.65 Printed	01		CLARK & SONS (100165/1)
3005-334224	4,283.54 Printed	01		CONTINENTAL ATHLETICS (100170/1)
3005-334225	1,200.00 Printed	01		William Leo Bunch Jr. (100825/1)
3005-334226	58.00 Printed	01		FGL ENVIRONMENTAL (100221/1)
3005-334227	4,326.44 Printed	01		FOLLETT SCHOOL SOLUTIONS INC (100227/1)
3005-334228	7,778.00 Printed	01		GAYNOR TELESYSTEMS (100233/1)
3005-334229	888.48 Printed	01		Golden Pacific Bank (100235/1)
3005-334230	2,502.00 Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-334231	1,395.00 Printed	01		KEN SEIPERT (100592/1)
3005-334232	4,301.39 Printed	01		Lakeview Petroleum Co. (100304/3)
3005-334233	1,017.66 Printed	01		LES SCHWAB (100308/1)
3005-334234	29.05 Printed	01		MACS MARKET (100318/1)
3005-334235	420.00 Printed	01		MAX S DIESEL SERVICE (100324/1)
3005-334236	349.11 Printed	01		McGraw Hill, LLC (100326/2)
3005-334237	741.75 Printed	01		MJB SALES & SERVICE (100336/1)
3005-334238	2,140.00 Printed	01		Next Gen Math, LLC (100897/2)
3005-334239	210.00 Printed	01		North State Water System (100827/1)
3005-334240	3,248.10 Cancelled	01		Pitney Bowes Inc (100371/2)
3005-334241	2,326.71 Printed	13		PRO PACIFIC FRESH (100376/1)
3005-334242	1,309.07 Printed	01		RECOLOGY BUTTE COLUSA (100384/1)
3005-334243	3,324.00 Printed	01		RENAISSANCE LEARNING INC (100386/1)
3005-334244	110.00 Printed	01		RIGHT WAY PEST CONTROL (100393/1)
3005-334245	151.57 Printed	01		School Specialty, LLC (100413/2)
3005-334246	1,476.63 Printed	01		STERLING DEARMOND (100741/1)

Selection Sorted by Check Number, Include Address:No, Filtered by (Org = 6, Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C,  
Starting Check Date = 9/1/2025, Ending Check Date = 9/30/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )

Register 000555 - 09/23/2025

Bank Account COUNTY - US Bank

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-334247	113.98 Printed	01		SUNRISE ENVIRONMENTAL SCIENTIF (100439/1)
3005-334248	7,900.40 Printed	13		SFS OF SACRAMENTO, INC (100443/2)
3005-334249	505.77 Printed	01		TPX COMMUNICATIONS (100764/2)
3005-334250	396.21 Printed	01		Tracey McPeters (100905/1)
3005-334251	10,825.00 Printed	01		Turf Tank (100822/1)
3005-334252	400.00 Printed	01		University of Oregon (100703/1)
3005-334253	235.00 Printed	01		Vardell's Air Conditioning Inc (100862/1)
3005-334254	1,040.56 Printed	01		IDN Wilco (100910/1)
3005-334255	13,450.00 Printed	21		ZANE SCHREDER (100478/1)

364,089.35

Number of Items

43 Totals for Register 000555

## 2026 FUND-OBJ Expense Summary / Register 000555

01-3701	1,476.63	
01-4200	349.11	
01-4300	16,815.89	
01-4303	4,301.39	
01-5502	13,597.38	
01-5504	1,309.07	
01-5800	26,288.90	
01-5807	908.00	
01-5808	110.00	
01-5900	505.77	
01-5901	.00	.00
01-9110*		65,662.14-
<b>Totals for Fund 01</b>	<b>65,662.14</b>	<b>65,662.14-</b>
13-4300	646.28	
13-4700	12,082.83	
13-9110*		12,729.11-
<b>Totals for Fund 13</b>	<b>12,729.11</b>	<b>12,729.11-</b>
21-6200	282,450.00	
21-9110*		282,450.00-
<b>Totals for Fund 21</b>	<b>282,450.00</b>	<b>282,450.00-</b>
<b>Totals for Register 000555</b>	<b>360,841.25</b>	<b>360,841.25-</b>

Selection Sorted by Check Number, Include Address:No, Filtered by (Org = 6, Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C,  
Starting Check Date = 9/1/2025, Ending Check Date = 9/30/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )

## Register 000555 - Fund/Obj Expense Summary

Bank Account COUNTY - US Bank

## 2026 FUND-OBJ Expense Summary / Register 000555 (continued)

\* denotes System Generated entry

Net Change to Cash 9110

360,841.25- Credit

Register 000555 - Fund/Obj Expense Summary

Bank Account COUNTY - US Bank

2026 FUND-OBJ Expense Summary / Register 000555 (continued)

Page Intentionally Left Blank



Register 000556 - 09/30/2025

Bank Account COUNTY - US Bank

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-334949	150.00	Printed	73		JESSIE AVRAM (JESSIE AVRA - Payee)
3005-334950	155.79	Printed	01		Wylie, Brenda (001423 - Emp)
3005-334951	477.07	Printed	01		AMAZON (100697/1)
3005-334952	2,348.27	Printed	01		AT&T (100086/1)
3005-334953	104.34	Printed	01		Baker Supplies & Repairs (100955/1)
3005-334954	2,863.06	Printed	01		BDJTech (100867/1)
3005-334955	48.00	Printed	01		BUTTE COUNTY SHERRIF S OFFICE RECORDS DIVISION (100125/1)
3005-334956	2,107.60	Printed	01		California Brazil Camp, LLC (100963/1)
3005-334957	4,992.20	Printed	01		CatapultK12 (100728/1)
3005-334958	337.79	Printed	01		CINTAS CORPORATION NO. 2 (100749/1)
3005-334959	175.00	Printed	01		Enterprise Elementary School District (100911/1)
3005-334960	738.00	Printed	01		ESGI, LLC. (100776/3)
3005-334961	683.58	Printed	01		GRAINGER INC (100240/1)
3005-334962	4,275.00	Printed	01		INC IXL LEARNING (100274/1)
3005-334963	1,676.80	Printed	01		Knox Company (100959/1)
3005-334964	1,737.27	Printed	01		OFFICE DEPOT (100358/1)
3005-334965	4,853.07	Printed	01		PG&E (100369/1)
3005-334966	110.00	Printed	01		RIGHT WAY PEST CONTROL (100393/1)
3005-334967	275.00	Printed	01		SCHOLASTIC INC (100408/1)
3005-334968	329.69	Printed	01		SCHOOL NURSE SUPPLY (100410/1)
3005-334969	17.40	Printed	01		Tammie Loftin (100908/1)
3005-334970	54,243.94	Printed	01		Pape' Machinery, Inc. (100836/2)

82,698.87

Number of Items

22 Totals for Register 000556

## 2026 FUND-OBJ Expense Summary / Register 000556

01-3701	17.40
01-4200	275.00
01-4300	8,496.91
01-5100	1,908.71
01-5300	175.00
01-5503	4,853.07
01-5800	10,005.20
01-5807	48.00

Selection Sorted by Check Number, Include Address:No, Filtered by (Org = 6, Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C,  
Starting Check Date = 9/1/2025, Ending Check Date = 9/30/2025, Summary? = Y, Sort/Group 1 = 1, Sort/Group 2 = )

ERP for California

Page 1 of 2

## Register 000556 - Fund/Obj Expense Summary

Bank Account COUNTY - US Bank

## 2026 FUND-OBJ Expense Summary / Register 000556 (continued)

01-5808	110.00	
01-5900	2,348.27	
01-6400	54,239.20	
01-9110*		82,476.76-
<b>Totals for Fund 01</b>	<b>82,476.76</b>	<b>82,476.76-</b>
13-4300	72.11	
13-9110*		72.11-
<b>Totals for Fund 13</b>	<b>72.11</b>	<b>72.11-</b>
73-5800	150.00	
73-9110*		150.00-
<b>Totals for Fund 73</b>	<b>150.00</b>	<b>150.00-</b>
<b>Totals for Register 000556</b>	<b>82,698.87</b>	<b>82,698.87-</b>

\* denotes System Generated entry

**Net Change to Cash 9110                      82,698.87- Credit**

## Register 000556 - Fund/Obj Expense Summary

Bank Account COUNTY - US Bank

## 2026 FUND-OBJ Expense Summary / Register 000556 (continued)

493,887.19

Number of Items

102

Totals for Org 006 - Biggs Unified School District

<b>BUSD Field Trips</b>			
	<b>Class/Org</b>	<b>Date</b>	<b>Destination</b>
<b>Site</b>			
<b>BHS</b>			
<b>BES/RES</b>	Eber/Weaver	09/30/2025	Schohr Ranch
	Chavez/Herniman	TBD-11/25 or 2/26	Oakland Zoo
	Proper/Smith	4/2/26	Cal Academy of Sciences, San Fran
	Johnson	10/6/25	Sheppard's Rice Farm
	Hall	2/26	SMUD Museum, Sacramento
	Pearson	11/18/25	Railroad Museum
	Terpening	4/16/26	Whiskytown Environmental School

**Memorandum of Understanding**  
**Between**  
**Biggs Unified School District**  
**and**  
**Butte County Office of Education**

Purpose

This memorandum of understanding establishes a formal working relationship between **Biggs Unified School District** and the Butte County Office of Education acting as partners in the After School Education and Safety Program (ASES). The goals and objectives of our collaboration are to expand learning opportunities for students, families, and community members; to provide academic, enrichment, mentoring, and tutoring educational support; to develop cultural and linguistic competence; to offer opportunities for after-school and summer recreation; to provide center-based and linked health, social, and safety services; to provide technology and career training to students; and to expand school and community participation in drug-free, supervised, and fun activities to be provided in safe and supervised learning environments. The After School Education and Safety Program Universal Grant requires sites to provide at least 33% cash or in-kind matching funds (no more than 25% of the match requirement can be fulfilled by facilities or space usage).

Description of Services

**Biggs Unified School District** will support the After School Education and Safety Program (ASES) at **Biggs Elementary and Richvale Charter Academy** by its commitment to support site administration, food services, and facility use, and provide the opportunity for connection with the regular day programming, particularly in literacy and math. In addition, the district will provide student academic test scores, attendance and behavior data, and other materials needed for comprehensive state and local evaluation.

**Facility Usage Amount:** \$ 21,622

**Custodial Services Amount:** \$ 39,776

**Snack Administration:** \$ 11,744

**Support Staff:** \$ 5,000

May include but is not limited to front-office support, and data collection assistance.

**Administration:** \$ 7,500

This may include but is not limited to representation in governance and evaluation, recruitment, outreach, communication, use of equipment, copier, desk space, technology, and the integration of existing educational, enrichment, health, and recreational programs and services.

**ELO-P Contract Funds:** \$ 138,991\*\*

**In-kind dollar amount of program support:** \$ 224,633

Terms

The terms of this MOU shall commence on July 1, 2025, and shall extend through June 30, 2026. This MOU may be modified or terminated in thirty (30) days upon written notice of intention to terminate the agreement with or without cause.

**Biggs Unified School District**

**Butte County Office of Education**

\_\_\_\_\_  
Doug Kaelin - Superintendent

\_\_\_\_\_  
Mary Sakuma – Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The custodial cost estimate is based on a per classroom amount of \$6,984 which correlates to the amount BCOE charges districts for these services.

Snack/Supper administration cost estimate based on prior year's attendance (total number of students served x \$1.23/\$5.21).

Support staff cost estimate based on \$5,000 per site. Administration cost estimate based on \$7,500 per site.

\*\*The ELO-P funding can be used for the local match for ASES, as it is the intent that ASES and the ELO-P funding be considered a single comprehensive program. Source: Expanded Learning Opportunities Program FAQs. A separate contract with the Biggs Unified School District was board-approved on June 26, 2025.



370 Apple Lane, Paradise, CA 95969 Phone 530-624-4514  
 www.VoltageSpecialists.com  
 State of Calif Fire/Life Safety #113568 Calif C10/C16 880862  
 NICET #87630 DIR 10000141915 Local 340  
 Live Scanned & Fire Life Safety Certified Personnel

Date: 9-16-25

REFERENCE: Biggs Elementary / High School – Biggs, Ca.

SUBJECT: **Quotation: replacement of expired CO fire detectors**  
 Note: internal CO battery has a 5-year life.

\$6820

Price:

- 1) CO-fire detector Biggs Elem: \$3,840.00  
 Labor: \$1,440.00
- 2) CO-fire detector Biggs High school: \$1,120.00  
 Labor: \$420.00

- 1. Supply and install 24 new CO fire detectors at Biggs Elem school.
- 2. Supply and install 7 new CO fire detectors at Biggs High school.

**Excludes:**

- 1. Work outside normal business hours (M-F: 7:30 am –4:30 pm)
- 2. Painting and Patching.

This proposal/quotation shall remain in effect for 30 days.

**Bill Bunch**

*In signing this document, I am acknowledging that I understand, am authorized to accept, and accept this Proposal/Contract in its entirety.*

**ACCEPTED BY:** \_\_\_\_\_

P.O.# \_\_\_\_\_

Date: \_\_\_\_\_



# VOLTAGE SPECIALISTS



370 Apple Lane, Paradise, CA 95969 Phone 530-624-4514

www.VoltageSpecialists.com

State of Calif Fire/Life Safety #113568 Calif C10/C16 880862

NICET #87630 DIR 10000141915 Local 340

Live Scanned & Fire Life Safety Certified Personnel

Date: 9-16-25 9-26-25

REFERENCE: Richvale Elementary School – Richvale, Ca.

SUBJECT: **Quotation: new overhead and devices for cafeteria and Gym**

Price: ~~\$3,835.00~~ \$895.00

1. ~~Supply and install overhead cables from main school to cafeteria-gym.~~
2. ~~Supply and install conduit from overhead to inside of cafeteria/ gym.~~
3. Supply and install new horn/strobe.
4. Supply and install new addressable pull station.
5. Program and test.

**Excludes:**

1. Work outside normal business hours (M-F: 7:30 am –4:30 pm)
2. Painting and Patching.
3. Permit and inspection fees.

This proposal/quotation shall remain in effect for 30 days.

**Bill Bunch**

*In signing this document, I am acknowledging that I understand, am authorized to accept, and accept this Proposal/Contract in its entirety.*

ACCEPTED BY: 

P.O.# \_\_\_\_\_

Date: 9/16/25



# VOLTAGE SPECIALISTS



370 Apple Lane, Paradise, CA 95969 Phone 530-624-4514

www.VoltageSpecialists.com

State of Calif Fire/Life Safety #113568 Calif C10/C16 880862

NICET #87630 DIR 10000141915 Local 340

Live Scanned & Fire Life Safety Certified Personnel

Date: 9-25-25

REFERENCE: Biggs Unified school district

SUBJECT: **fire alarm cellular monitoring**

*\$3325*

Supply, program and install new Verizon/ ATT cellular DACT

Annual Cellular monitoring cost **\$850.00 (existing accounts to be pro-rated)** (per site)

Installation labor **\$350.00 (one time charge)** (for each sites) *only RCA*

M2M cellular dact: **\$475.00 (one time charge)** (per site) *only RCA*

Existing monitoring accounts

1) BIGGS HIGH SCHOOL: CS# 18-9480 Site# 100006627

2) BIGGS ELEMENTARY: CS# 18-9479 Site# 100006630

3) **RICHVALE ELEMENTARY SCHOOL: CS# 18-9481 Site# 100006626**

**NOTE 1: Phone lines or IP network connections are not required for cellular monitoring.**

1. Work outside normal business hours (M-F: 7:30 am –4:30 pm)

This proposal/quotation shall remain in effect for 30 days.

**Bill Bunch**

*In signing this document, I am acknowledging that I understand, am authorized to accept, and accept this Proposal/Contract in its entirety.*

ACCEPTED BY: *John A. Stralton*

P.O.# \_\_\_\_\_

Date: *9/26/25*



## Proposal

9/24/2025

# Quality Fence & Repair

(When accepted a Contract)

Specializing In  
Residence Fences  
Free Estimates - Bonded

Chico: 342-7903  
Paradise: 872-7804

State Lic. # 519053

1765 Tara lane  
Paradise, CA 95969

Proposal Submitted To:		Phone:		Date 9/24/2025	
Richvale Elementary		530-570-1963			
Sreet		Job Location			
5236 church street					
City		State		Zip Code	
Richvale		CA		z-95974	
6ft tall	1 1/2 gauge 8 core	Chainlink			
39		Feet			
all black		color			
2 3/8 3ft set heavy b20		End & Terminal Post			
1 7/8 b20 8.9inch apart		Line Post			
all post		Posts in Cement			
1 5/8 b20		Top Rail			
2 3/8 structure 3ft set		gate post			
		Double Drive Gate			
		Swing Gate			
4ft		man gate			
		Roll Gate			
Line Prep as needed for tractor - NO CHARGE					
Note: (1) Once posts are set, they become property of owner.					
(2) Property lines are the owner's responsibility.					
ground pipes, wires, or sewer lines. Repairs are to					
be made at owner's expense.					
(4) Any changes on specifications must be in writing					
and signed by both quality fence and owner.					
All material is guaranteed to be as specified. All work to be completed in a workman-					
like manner according to standard practices. Any alteration of deviation from above					
will become an extra charge over and above the estimate. All agreements contingent					
upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado,					
vandalism, and other necessary insurance. Our workers are fully covered by					
Workmen's Compensation Insurance.					
We propose hereby to furnish material and labor-complete					
in accordance with above specifications, for the sum of:					
\$2,765.00 dollars.					
Payment to be made as follows:					
Total paid on completion					
Authorized Signature:					
Note: This proposal may be withdrawn if not accepted					
within days. 30					
Acceptance of Proposal ----- The price, specifications, and conditions noted above, are satisfactory and are hereby accepted.					
Date Of Acceptance:		Signature			
Contractors are required by law to be licenses and regulated by the Contractors State License board. Any questions concerning a contractor may be referred to the board who address is: Contractors State License Board, P.O. Box 26000, Sacramento California 95826					

# Quality Fence & Repair

(When accepted a Contract)

Specializing In  
Residence Fences  
Free Estimates - Bonded

Chico: 342-7903  
Paradise: 872-7804

State Lic. # 519053

1765 Tara lane  
Paradise, CA 95969

Proposal Submitted To:		Phone:		Date 9/24/2025	
Richvale Elementary		530-570-1963			
Sreet		Job Location			
5236 church street					
City		State		Zip Code	
Richvale		CA		z-95974	
6ft tall 1 1/2 gauge 8 core	Chainlink				
116	Feet				
all black	color				
2 3/8 3ft set heavy b20	End & Terminal Post				
1 7/8 b20 8.9inch apart	Line Post				
all post	Posts in Cement				
1 5/8 b20	Top Rail				
	Bottom Rail				
	Double Drive Gate				
	Swing Gate				
	Walk Gate				
	Roll Gate				
Line Prep as needed for tractor - NO CHARGE					
Note: (1) Once posts are set, they become property of owner.					
(2) Property lines are the owner's responsibility.					
ground pipes, wires, or sewer lines. Repairs are to					
be made at owner's expense.					
(4) Any changes on specifications must be in writing					
and signed by both quality fence and owner.					
All material is guaranteed to be as specified. All work to be completed in a workman-					
like manner according to standard practices. Any alteration of deviation from above					
will become an extra charge over and above the estimate. All agreements contingent					
upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado,					
vandalism, and other necessary insurance. Our workers are fully covered by					
Workmen's Compensation Insurance.					
		We propose hereby to furnish material and labor-complete			
		in accordance with above specifications, for the sum of:			
		\$4,965.00 dollars.			
		Payment to be made as follows:			
		Total paid on completion			
		Authorized Signature:			
		Note: This proposal may be withdrawn if not accepted			
		within days. 30			
Acceptance of Proposal ----- The price, specifications, and conditions noted above, are satisfactory and are					
hereby accepted.					
Date Of Acceptance:		Signature			
Contractors are required by law to be licenses and regulated by the Contractors State License board. Any questions					
concerning a contractor may be referred to the board who address is: Contractors State License Board, P.O. Box					
26000, Sacramento California 95826					

**Guidesheet 09.2025: September 2025 Update Packet**
**Status:** ADOPTED

**Original Adopted Date:** 09/12/2025 | **Last Reviewed Date:** 09/12/2025

## CSBA POLICY GUIDESHEET

### September 2025

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

#### **Board Policy 3515 - Campus Security**

Policy Updated to reflect The Department of Homeland Security's, "Behavioral Threat Assessment and Management in Practice," guide.

#### **Administrative Regulation 3515 - Campus Security**

Regulation updated to emphasize that a campus security plan be developed for each school site. Additionally, regulation updated to reference (1) **NEW LAW (AB 2715, 2024)** which authorizes the Governing Board to hold a closed session meeting with law enforcement or security personnel on matters posing a threat to security, including a threat to critical infrastructure controls or critical infrastructure information relating to cybersecurity, (2) **NEW LAW (AB 1858, 2024)** which requires districts to comply with specified requirements if a district's comprehensive school safety plan (CSSP) includes procedures to prepare for active shooters or other armed assailants by conducting a drill, and (3) the requirement for CSSPs to include procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at a district school, an activity sponsored by the school, or on a school bus serving the school. In addition, regulation updated to reflect **NEW LAW (AB 2565, 2024)** which requires districts that undertake an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, to install interior locks on each door of any room with an occupancy of 5 or more persons in that school building.

#### **Board Policy 3515.4 - Recovery for Property Loss or Damage**

Policy updated to reference current parent/guardian liability limits for the costs of specified damages caused by their minor child. Additionally, policy updated to clarify that debt may not be collected for damages caused by a current or former student experiencing homelessness or foster child.

#### **Administrative Regulation 3515.4 - Recovery for Property Loss or Damage**

Regulation updated to make the process for recovery for property loss or damage more evident. Additionally, regulation updated to more closely align with law.

#### **Administrative Regulation 3516.1 - Fire Drills and Fires**

Regulation updated to reflect the requirement that the first emergency evacuation drill of each school year be conducted within 10 days of the beginning of classes. Additionally, regulation updated to reflect **NEW LAW (AB 2968, 2024)** which requires districts to develop a procedure to identify appropriate refuge shelters for all students and staff to be used in the event of an evacuation order by local authorities and notification to the fire department or other local authorities of the identified refuge, and, for each school in a high-risk fire zone, to (1) coordinate such procedure with the fire department or other local authorities, and (2) develop a communication and evacuation plan which can be used in the event of an early notice evacuation warning.

#### **Board Policy 5113 - Absences and Excuses**

Policy updated in conjunction with the accompanying administrative, with minor revisions.

#### **Administrative Regulation 5113 - Absences and Excuses**

Regulation updated to reflect **NEW LAW (AB 1884, 2024)** which removes the requirement that the deployment of an immediate family member be to a combat zone or combat support position, allowing for an excused absence when a student spends time with any deployed immediate family member who is an active duty member of the uniformed service. Additionally, regulation updated to reflect **NEW LAW (SB 1138, 2024)** which adds a student's participation in military entrance processing to the list of excused absences. In addition, regulation updated to clarify that only one of the methods listed for verification of student absences is required.

#### **Administrative Regulation 5113.11 - Attendance Supervision**

Regulation updated to reflect **NEW LAW (SB 153, 2024)** which authorizes districts to implement an attendance recovery program for students in grades kindergarten-12 to make up lost instructional time and offset absences.

**Board Policy 5113.12 - District School Attendance Review Board**

Policy updated to include in the philosophical paragraph the recognition of the negative impact that poor school attendance can have on student learning. Additionally, policy updated to reflect **NEW LAW (AB 1939, 2024)** which requires each district student attendance review board (SARB) to, at least annually, consult with students who reflect the diversity of all the schools that are served by the SARB for the purpose of soliciting input that will assist SARB members in gaining a better understanding of, and proposing interventions for, student attendance and behavioral challenges. In addition, policy updated to clarify that the district's SARB is required to operate in accordance with specified Board Bylaws and state law, and the county office of education's SARB rules and regulations.

**Administrative Regulation 5113.12 - District School Attendance Review Board**

Regulation updated to clarify that student attendance review board meetings which consider matters related to an individual student be held in closed session in accordance with Board Bylaw 9321 - Closed Session.

**Board Policy 5113.2 - Work Permits**

Policy updated in conjunction with the accompanying administrative regulation, with minor revisions.

**Administrative Regulation 5113.2 - Work Permits**

Regulation updated to reflect the requirement that the Superintendent or designee, before or at the time of signing a student's work permit, issue the student a document clearly explaining basic labor rights extended to workers. Additionally, regulation updated to clarify (1) that the principal or designee is required to submit to the Superintendent a self-certification that the principal or designee understands the requirements in existing law for issuing a work permit, and (2) that copies of work permits are required to be retained in accordance with Administrative Regulation 3580 - District Records.

**Board Policy 5141 - Health Care and Emergencies**

Policy updated to clarify that automated external defibrillators are authorized to be used at designated school sites in accordance with the accompanying administrative regulation. Additionally, policy updated to reflect that (1) any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, is required to acquire, place, and maintain trauma kits in accordance with the accompanying administrative regulation, and (2) school employees are required to be notified annually of the location of the trauma kits and be provided with information regarding training in the use of the trauma kit.

**Administrative Regulation 5141 - Health Care and Emergencies**

Regulation updated to make more current the language regarding consent for medical treatment when the parent/guardian cannot be reached by referring to "another person identified in the district's student information system," formerly, "the emergency contact form." Additionally, regulation updated to (1) clarify the requirements for the maintenance, testing, and inspection of automated external defibrillators (AED), (2) add that the Superintendent or designee is required to comply with all laws and regulations governing the placement of an AED and maintain required records of the AED maintenance and testing, (3) include that school employees be provided information about who they can contact if they want to voluntarily take AED or cardiopulmonary resuscitation training, (4) provide that the Superintendent or designee is required to annually offer a demonstration to at least one school staff member on how to use an AED properly in an emergency, and that the building owner may arrange for the demonstration or partner with a nonprofit organization to do so, and (5) add that the principal of any district school serving students in grades 6-12 that has an AED placed in the school annually notify students as to the location of all AEDs on campus. In addition, regulation updated to reflect that any district school with an occupancy of 200 or more that was constructed on or after January 1, 2023, or was constructed prior to January 1, 2023, and modified or renovated as specified, is required to acquire and place at least six trauma kits on the premises of the building in an easily accessible and recognizable container, as specified.

**Board Policy 5141.4 - Child Abuse Prevention and Reporting**

Policy updated in conjunction with the accompanying administrative regulation, with minor revisions.

**Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting**

Regulation updated to clarify that "general neglect" does not include (1) a parent's/guardian's economic

disadvantage, or (2) a child receiving treatment by spiritual means or not receiving specified medical treatment for religious reasons. Additionally, regulation updated to move, for more appropriate placement, material related to a child who is experiencing homelessness or is classified as an unaccompanied minor. In addition, regulation updated to reflect **NEW LAW (AB 1913, 2024)** which requires districts to provide employee training on the prevention of abuse, including sexual abuse, of children on district property, by district staff, or in district-sponsored programs annually, rather than the previously required once every three years.

#### **Board Policy 5142 - Safety**

Policy updated in conjunction with the accompanying administrative regulation, with the section regarding student identification cards and safety information moved to the administrative regulation.

#### **Administrative Regulation 5142 - Safety**

Regulation updated to make more current the language regarding release of a student when the custodial parent/guardian cannot be reached by referring to "an adult authorized in the district's student information system," formerly, "the student's emergency card." Additionally, regulation updated to incorporate the section regarding student identification cards and safety information, which was moved from the accompanying Governing Board policy and modified to reflect **NEW LAW (SB 1063, 2024)**. In addition, regulation updated to reflect The State of California's, "Protecting Californians From Extreme Heat: A State Action Plan to Build Community Resilience" which warns of the dangers extreme heat can pose to children and encourages investing resource in protecting children from extreme heat.

#### **Board Policy 6141.4 - International Baccalaureate Program**

Policy updated to reflect **NEW LAW (AB 1796, 2024)** which requires the district, at the beginning of each school year, to notify the parent(s)/guardian(s) of students admitted or advancing to grades 7-12 of any International Baccalaureate (IB) courses offered by the district. Additionally, policy updated to reflect the current IB program descriptions.

#### **Board Policy 6178.1 - Work-Based Learning**

Policy updated to (1) add to the philosophical statement that the Governing Board desires to improve student educational outcomes and successes and support student workforce preparedness through work-based learning opportunities which link classroom learning with real-world experiences, and (2) align language regarding collaboration with local businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers with analogous language in related sample policies. Additionally, policy updated to reflect **NEW LAW (AB 2179, 2024)** which requires, at the beginning of the first semester or quarter of the regular school term, the Superintendent or designee to notify parents/guardians of students in grades 11-12 about local apprenticeship and pre-apprenticeship programs. In addition, policy updated to include (1) that the district is authorized to host locally focused apprenticeship and/or career technical education fair events, and (2) the requirement for the district to annually observe "Workplace Readiness Week." Policy also updated to more closely align with law.

#### **Administrative Regulation 6178.1 - Work-Based Learning**

Regulation updated to clarify that the work experience education teacher-coordinator responsibilities include preparing individual training plans and observing and consulting with students. Additionally, regulation updated to list the eligibility requirements for participation in the cooperative career technical education (CTE) program. In addition, regulation updated to clarify the requirements for formal related vocational classroom instruction for both cooperative CTE programs and community classrooms.

#### **Board Bylaw 9005 - Governance Standards**

Bylaw updated to expand material related to CSBA's Professional Governance Standards, including Governing Board expectations as well as responsibilities for the Board as a whole and individual Board members.

---

#### **Supporting Documents**



September 2025 Guidesheet

<b>Biggs Unified School District</b>								
<b>GO Bond Series A</b>								
<b>Building Fund 21</b>								
			<b>Projects Location</b>					
		Remarks/Location	<b>RICHVALE</b>	<b>Parking Lot-BHS</b>	<b>Middle School</b>	<b>District Wide</b>		
<b>Total Cash in Treasury- Beg</b>	<b>\$6,000,000.00</b>		June-Aug Asbestos Abatement	\$310,240.00				
Add Interest Earned	\$18,613.16	3/31/2025	District Wide Admin Services				\$156,700.00	
Add Interest Earned	\$62,003.18	6/30/2025						
Add COI refund	\$760.00	7/8/2025						
<b>Total Cash Building Fund</b>	<b>\$6,081,376.34</b>							
Less Expenditures								
Bond Cost of Issuance	\$120,000.00	District Admin						
Isom Advisors Services	\$36,700.00	District Admin						
Environmental Testing- Asbestos	\$8,140.00	Asbestos- Richvale						
Environmental Testing- Asbestos	\$19,650.00	Asbestos- Richvale 8/7/25						
Central Valley Environmental	\$269,000.00	Asbestos- Richvale 9/22/25						
Zane Schreder	\$13,450.00	RCA Project Mngt Services 9/22/25						
<b>Total Expenditures</b>	<b>\$466,940.00</b>							
<b>Net Cash in Treasury 9/22/2025</b>	<b>\$5,614,436.34</b>							
<b>Current Projects</b>								
Schreder & Associates	5% of Actual Projects	Project Management Services						
Nichols, Melburg, Rossetto		Architectural Services						