

Minutes
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 12, 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, and M. America Navarro were present. Board members absent: Linda Brown and Sean Avram were absent.

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

APPROVAL OF AGENDA: M. America Navarro moved to carry over Personnel Action Items 15 A-K to the December 10, 2025 Regular Board Meeting. Jonna Phillips seconded the motion. The Board approved the agenda as amended. MSCU (Navarro/Phillips) 3/0/2

Jesmer - Aye

Brown - Absent

Phillips - Aye

Navarro - Aye

Avram - Absent

APPROVAL OF MINUTES: The Board approved the minutes from the Regular Board Meeting on October 8, 2025 as written. MSCU (Phillips/Navarro) 3/0/2

Jesmer – Aye

Brown – Absent

Phillips –Aye

Navarro – Aye

Avram - Absent

PUBLIC COMMENT (Closed Session Items) – Several people were present to make comment on Personnel Action Item 15 A. Each expressed their concern that the choice for this year’s softball coach is not the best fit for their daughter’s high school team. Mr. Harrison has sent letters to the Board and met with the Athletic Director about his opinion. Mr. Sheppard read aloud his statement about having positive memories of the BHS sports programs, and he feels that the current softball program is failing to produce ladies who will experience the same positive Biggs culture. Mr. Lee finds it disheartening to think that the players’ voices are not being heard when they have given their opinion on how they are being coached. Ms. Black stated that a lot of girls are not wanting to play this upcoming season for BHS if the coach returns. She says it seems like the trophies matter more than girls’ feelings.

The Board adjourned into Closed Session at 6:17 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. Litigation; Pursuant to Government Code Section 54956.9

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; Beverly Landers, Dean of Students; Tracey McPeters, RCA and Middle School Principal

ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Jesmer announced that Doug Kaelin was given direction to fly a Long Term Substitute High School Science Teacher position that will begin after the winter break.

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: None

ASB REPORT: Gracie Sheppard reported that Fall Homecoming went well. There was good dress up participation, and the floats all looked great. The costume contest and the Halloween Rally was super fun. They acknowledged seniors at the last home games of the season. The theme for Winter Homecoming will be music genres. Classes will pair up to make posters for two walls instead of four.

FFA REPORT: Rhegan and Rosemary reported that the floral team is going to Shasta Field Days. They had a pumpkin contest for their October Chapter Meeting. They will have a potluck for their November Chapter Meeting. The freshmen will be going to a Greenhand Conference in Gridley. Our teams placed well at a recent Open/Closing Competition. They will be running a canned food drive for Thanksgiving. Ariana Rosales is their Member of the Month.

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 some kids have really improved on their grades at the end of the First Quarter. Teachers are finding ways to reward and celebrate student success. Some will be treated to a luncheon for their efforts. Students who keep at 3.75 GPA and who have a high attendance rate percentage will be awarded at the end of the semester. Our volleyball team lost to the number one team in a playoff match. Our football team will host Portola this Friday.

M/O/T/, FOOD SERVICE DIRECTOR'S REPORT: John Strattard's previously submitted report was reviewed.

SUPERINTENDENT'S REPORT: Doug Kaelin reported that Mr. Boyes worked in the orchard all weekend spraying, etc. Several employees will attend a Math curriculum adoption workshop. Mr. Kaelin touched on upcoming approvals for Bond work.

CBO'S REPORT: None

BOARD MEMBER REPORTS: None

CONSENT AGENDA: The Board approved Consent Agenda Items A-F. MSCU (Navarro/Phillips) 3/0/2

Jesmer – Aye

Brown – Absent

Phillips – Aye

Navarro – Aye

Avram – Absent

- 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 October 1, 2025 – October 31, 2025
- C. Approve Fundraising Requests for 2025-2026
- D. Approve Field Trip Requests for 2025-2026
- E. Approve disposal of obsolete tech devices as determined by BCOE IT
- F. Notice and Confirmation of Date and Time for the Annual Organizational Meeting Pursuant to Education Code § 35143 - **December 10, 2025 at 6:00 p.m.**
This meeting was scheduled during a **Regular Meeting on October 8, 2025, for December 10, 2025.** According to **Education Code § 35143**, every school district's governing board is required to hold an annual organizational meeting.

ACTION ITEMS: The Board approved Action Items A-H. MSCU (Phillips/Navarro) 3/0/2

Jesmer – Aye

Brown – Absent

Phillips – Aye

Navarro – Aye

Avram - Absent

- A. Approve California Charter Schools Association Membership invoice for \$944
- B. Approve the Actuarial Valuation Report

- C. Approve the SMAA Claiming Services Agreement with Glenn County Office of Education
- D. Approve the OMNI & TSACG Compliance Services Agreement
- E. Approve the California Consulting Services Agreement
- F. Approve bid from Michael A Roberts Construction to reroof the district office building for the amount of \$169,072.00
- G. Approve Architectural and Engineering Design Services Agreement with Nichols, Melburg & Rossetto for the Biggs Middle School New Classroom Building project
- H. Approve Architectural and Engineering Design Services Agreement with Nichols, Melburg & Rossetto for the Biggs Middle School New Gymnasium Building project

PERSONNEL ACTION ITEMS: During approval of the Agenda, the Board approved carrying over Personnel Action Items 15 A-H to the December 10, 2025 Regular Board Meeting.

INFORMATION ITEMS:

- A. Bond Expense Report to date: Analyn Dyer's previously submitted spreadsheet showing up to date bond expenses was reviewed.

FUTURE ITEMS FOR DISCUSSION – President Jesmer stated that Interdistrict transfer concerns need to be revisited.


The Board adjourned into Closed Session at 6:57 p.m.

Closed Session was adjourned at 7:21 p.m. and the Board reconvened to Open Session at 7:21 p.m.


ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Jesmer announced that no action was taken during closed session.

ADJOURNMENT – 7:21 p.m.

MINUTES APPROVED AND ADOPTED:



Presiding President



Date

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