

Minutes
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
August 12, 2026

OPEN SESSION

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

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

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

APPROVAL OF AGENDA: The Board approved the agenda with the following Amendments:
Add Action Item 13 Q: Adopt Resolution No. 2026-2027 #004, Acknowledging the Five-Year Facilities Master Plan
Add Action Item 13 R: Approve Renewal Quote for Go Guardian subscription for \$10,980 using LCAP funds
Add Action Item 13 S: Approve overnight field trip for FFA Chapter Officers' Leadership Conference

MSCU (Avram/Navarro) 5/0

Jesmer - Aye

Avram - Aye

Phillips - Aye

Navarro - Aye

Brown - Aye

APPROVAL OF MINUTES: The Board approved the minutes from the Special Board Meeting on June 24, 2026 as written. MSCU (Avram/Phillips) 5/0

Jesmer – Aye

Avram – Aye

Phillips –Aye

Navarro – Aye

Brown – Aye

PUBLIC COMMENT (Closed Session Items) – None

The Board adjourned into Closed Session at 6:02 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

Closed Session was adjourned at 6:30 p.m. and the Board reconvened to Open Session at 6:30 p.m.
Staff Present: Doug Kaelin, Superintendent; Loretta Long, Admin. Assist. & HR Director; Analyn Dyer, CBO; Tracey McPeters, Elementary 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- High School Student Representatives from ASB and FFA were in attendance to give an update on their clubs. ASB is busy planning dress up days for Homecoming festivities. They are making posters. They have also been participating in Community Service by picking up trash around campus and the surrounding neighborhood. FFA is selling Floral Subscriptions, preparing for the upcoming Butte County Fair, and getting ready to start selling Pig Raffle tickets. The FFA Officers had a nice retreat in Fort Bragg.

REPORTS:

BES/RCA PRINCIPAL'S REPORT: Tracey McPeters read her report and submitted it for the record.

HIGH SCHOOL PRINCIPAL'S REPORT: Mr. Kaelin reported that the staff is working on creating Learning Objectives for each day's lesson to be posted on the board. They agreed on things that they will all do to ensure student expectations such as enforce the no food and cell phone in class rule, be at the door during passing periods, and dressing professionally. The first day assembly set schoolwide expectations and also recognized the top 5 state test scoring students and those students who scored a 3 and above on AP tests. Honorees were given gift cards. The students have been on excellent behavior these first couple of days. Teachers are learning to recognize dress code infractions. The volleyball team is off to a great start. They did not win their first match, but they are playing hard, having fun, and being respectful. The first football scrimmage is Saturday. The incoming student transfers are working out so far.

M/O/T/, FOOD SERVICE DIRECTOR'S REPORT: No report submitted, but Mr. Kaelin reported that we are having air conditioner problems. The roofing project will be done Friday. The company has been wonderful and is picking up garbage and going above and beyond in making sure we are satisfied with the job. The re-roofing has created an electrical problem in the high school gym. Workers are tracing back through what was done to try to pinpoint the issue. PE is being held outside in the meantime. We added re-roofing the quad at Biggs Elementary to their workorder as that building needed attention as well. The dry rot was not a big deal like we thought it might be. Gutters have been replaced and touch up paint is being used to hide water stains. We are also purchasing a new tractor for the Grounds department.

SUPERINTENDENT'S REPORT: Doug Kaelin reported that we have 556 students enrolled as of today. He is excited about new staff members. Longevity pins were handed out at the Welcome Back Breakfast. Ricardo and Tracey are an awesome team at the Elementary School.

CBO'S REPORT: Analyn Dyer reported that she and Moneek are working on processing purchase orders for Back to School supplies. She is closing the 25-26 books. The increase in ELOP money is being spent. We are still behind in spending \$900 thousand. We are 2 years behind in spending Art and Music money. We need to spend \$50 thousand to avoid having to send it back. Compared to other districts in California, we are sitting good. 5 are in Negative Certification, and 38 are in Qualified Certification status.

BOARD MEMBER REPORTS: None

CONSENT AGENDA: The Board approved Consent Agenda Items A-B. MSCU (Phillips/Navarro) 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 2026-2027 school years
- B. Approve AP Vendor Check Register and Purchase Order Listing June 1, 2026 – July 31, 2026

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

Jesmer – Aye

Avram – Aye

Phillips – Aye

Navarro – Aye

Brown – Aye

- A. Approve Rural Education Achievement Program (REAP) Grant for SY 2026-2027
- B. Approve MOU with Tehama County Teacher Induction Program for induction services from July 2026-June 2028
- C. Approve MOU with Victor Community Support Services, Inc. for Certified Wellness Coach services through June 2027
- D. Approve Change Order from Harbert Roofing Inc. for the amount of \$25,293.08
- E. Approve Service Agreement with CSBA for Gamut Policy renewal and Gamut Policy Plus subscriptions
- F. Adopt Resolution 2026-2027 #001 re: Changes to the Signatories of the Biggs Elementary School ASB Bank Accounts

- G. Adopt Resolution 2026-2027 #002 re: Designating Positions Subject to Membership in CalSTRS
- H. Approve Change order from Mid-Pacific Engineering, Inc. for the amount of \$7,511 using the Building Fund
- I. Approve BUSD Discipline Guide
- J. Approve Application for Funding Ag Career Technical Education Incentive Grant Program for Year 2026-2027
- K. Approve Caitlin Schwerin as Painting Independent Contractor using Prop 28 funding
- L. Approve Mike Wolfchuck as Drumming Independent Contractor using Prop 28 funding
- M. Approve Carolyn Steele as Ukulele Independent Contractor using Prop 28 funding
- N. Adopt Resolution 2026-2027 #003 Change In Wording of the Superintendent Contract Additional Duties As BHS Principal
- O. Approve purchase of Kubota RTV for \$19,427.53 using General Fund
- P. Approve renewal of service agreement with San Joaquin County Office of Education
- Q: Adopt Resolution No. 2026-2027 #004, Acknowledging the Five-Year Facilities Master Plan
- R: Approve Renewal Quote for Go Guardian subscription for \$10,980 using LCAP funds
- S: Approve overnight field trip for FFA Chapter Officers' Leadership Conference

PERSONNEL ACTION ITEMS: The Board approved Personnel Action Items A-J. MSCU (Phillips/Navarro)
5/0

Jesmer – Aye

Avram – Aye

Phillips – Aye

Navarro – Aye

Brown – Aye

- A. Approve Agriculture Teacher Extended Year Agreement with Lilly Baker
- B. Approve Agriculture Teacher Extended Year Agreement with Stephen Boyes
- C. Approve Galilea Rosales as a Certificated Substitute Teacher
- D. Approve Christopher Wenger as a Multi Subject 3rd/4th Grade Combo Teacher effective August 3, 2026

- E. Approve David Rieck as a Certificated Substitute Teacher
- F. Approve Jeffery Cassity as the RSP Lower Grades Teacher at BES
- G. Approve release of probationary employee, Tylor Rodrigues – RCA Custodian/Van Driver, effective August 4, 2026
- H. Approve Ashley Tanner as a non-paid, walk-on Assistant JV Volleyball Coach for the 2026-2027 season
- I. Approve Kloe Seipert as a non-paid, walk-on Assistant Varsity Volleyball Coach for the 2026-2027 season
- J. Approve the following stipend positions for the 2026-2027 school year:
 - Tracey McPeters, Science Camp Coordinator
 - Beth Chavez, BES Lead Teacher
 - Hollie Byers, BES CJSF Leader
 - Hollie Byers, Middle School Athletic Advisor
 - Jeff Thengvall, Chess Coach
 - Aaron Bayless, Winter Program Director
 - Rebecca Christy, Talent Show Coordinator
 - Beth Chavez, Spelling Bee Coordinator
 - Janet Thao, Varsity Volleyball Coach (Previously approved coach, Lisa Seipert, stepped down)

INFORMATION ITEMS –

- A. Bond Expense Report to date: Mr. Kaelin went over the report and also talked about plans for the pool.
- B. 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 – Discussion and decision to agendize the need to move scheduled Board meetings in November and December to the 3rd Wednesday due to a holiday and Organizational Meeting requirements.

ADJOURNMENT – 7:10 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.