

**Minutes**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**April 8, 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, M. America Navarro, and Linda Brown were present. Board members absent: Sean Avram and Jonna Phillips 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 I: Approve additional Acellus Student Licenses  
Add Personnel Action Item 14 O: Approve Tara Johnson as a Certificated 1<sup>st</sup>/2<sup>nd</sup> Grade Combo Class  
Teacher at RCA effective August 3, 2026

MSCU (Brown/Navarro) 3/0/2

Jesmer - Aye

Avram - Absent

Phillips - Absent

Navarro - Aye

Brown - Aye

**APPROVAL OF MINUTES**: The Board approved the minutes from the Regular Board Meeting on March 11, 2026 as written. MSCU (Navarro/Brown) 3/0/2

Jesmer – Aye

Avram – Absent

Phillips – Absent

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. Public Employee Performance Evaluation of Classified, Certificated, Classified Confidential, Management and Superintendent; Pursuant to Government Code Section 54957
3. Litigation; Pursuant to Government Code Section 54956.9
4. Instructions to Board Negotiators, Superintendent and Board Member, Pursuant to Government Code Section 54957.6(a)

**Closed Session was adjourned at 6:25 p.m. and the Board reconvened to Open Session at 6:25 p.m.**

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

**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

**REPORTS:**

DEAN OF STUDENTS' REPORT: Beverly Landers's previously submitted report was reviewed.

RCA/MIDDLE SCHOOL PRINCIPAL'S REPORT: Tracey McPeters's previously submitted report was reviewed.

HIGH SCHOOL PRINCIPAL'S REPORT: Doug Kaelin reported that Roxie Jones and Brigitt Browning were recognized as Classified Employees of the Year, and Casey Morch and Esmeralda Esquivel were recognized as Teachers of the Year at the Butte Glenn ACSA dinners. Senior Mock Interviews are complete. FFA Officer Elections took place for next year. The Valedictorian and Salutatorian have been determined after 3<sup>rd</sup> quarter grades came out. The graduation speakers have been decided on as well. Prom will be on April 25<sup>th</sup> at the Patrick Ranch in Durham. Mrs. Morch has been collecting donations so that many of our students can attend for free. Reg to Go at Butte has been completed.

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

SUPERINTENDENT'S REPORT: Doug Kaelin reported that he spent 2 hours with the architects and engineers working on plans for the new gym to prepare for the DSA meeting in Sacramento. There will be one more meeting before that takes place. The soil in the area will be drilled for testing this week. We are adjusting pre-made plans to fit our needs. Everything will need to be brought up to code if modernized. The District staff is prepping for the last 30 days of the school year. It has flown by.

CBO'S REPORT: Analyn Dyer reported that we are preparing for the auditor's visit the last week of April. The new auditor will be sending a draft of the 24-25 bond audit that was never completed by the previous auditor. She will be attending a meeting at BCOE and is working on the unaudited actuals and the budget.

BOARD MEMBER REPORTS: None

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

Jesmer – Aye

Avram – Absent

Phillips – Absent

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 March 1, 2026 – March 31, 2026

**ACTION ITEMS:** The Board approved Action Items A-I. MSCU (Brown/Navarro) 3/0/2

Jesmer – Aye

Avram – Absent

Phillips – Absent

Navarro – Aye

Brown – Aye

- A. Approve contract with Mid Pacific Engineering, Inc. for Geologic and Geotechnical Engineering Services
- B. Approve contract with Independent Contractor, Caitlin Schwerin, for painting instruction services
- C. Approve opening a new position of Vice Principal TK-8 for BES/RCA
- D. Approve updated Certificated Management Salary Schedule
- E. Approve naming Doug Kaelin and Michelle Schleef as CIF Representatives to League for 2026-2027
- F. Approve contract with Rescue Training Institute (RTI) for First Aid/CPR/AED classes offered to employees using Educator Effectiveness Block Grant funds
- G. Approve membership application to the Mountain View Food Purchasing Cooperative
- H. Approve renewal proposal for actuarial services from Foster & Foster
- I. Approve additional Acellus Student Licenses

**PERSONNEL ACTION ITEMS:** The Board approved Personnel Action Items A-O. MSCU (Navarro/Brown) 3/0/2

Jesmer – Aye

Avram – Absent

Phillips – Absent

Navarro – Aye

Brown – Aye

- A. Teacher Appreciation Week

The Superintendent recommends that the Board declare the week of May 4 - 8, 2026 as Teacher Appreciation Week. On National Teacher Day, May 5, 2026, thousands of communities take time to honor their local educators and acknowledge the crucial role teachers play in making sure every student receives a quality education.

B. Classified School Employee Week

The Superintendent recommends that the Board declare the week of May 18 - 22, 2026 as Classified Employee Week. Classified school employees play crucial roles in education. From transporting and feeding students to teaching them vital skills and ensuring that schools are operating smoothly, classified employees are integral to public education.

- C. Accept retirement of Certificated Teacher, Estella Herniman, effective May 29, 2026
- D. Approve Olivia Stevens as a Classified Substitute Instructional Aide
- E. Approve Lilianna Chavez as a Classified Substitute Instructional Aide
- F. Approve Zuneda Khan as a Classified Substitute Instructional Aide
- G. Approve Meisha Cramer as a paid Assistant Track Coach for the 2025-2026 season
- H. Approve Chase Chinchin as a walk-on Assistant Golf Coach for the 2025-2026 season
- I. Approve Daniel Headley as a walk-on Assistant Softball Coach for the 2025-2026 season
- J. Approve Jack McDaniel as a walk-on Assistant JV Football Coach for the 2026-2027 season
- K. Approve Lisa Seipert as the paid Head Varsity Volleyball Coach for the 2026-2027 season
- L. Approve Janet Thao as the paid Head JV Volleyball Coach for the 2026-2027 season
- M. Approve Davis Long as the Pool Manager and Lifeguard for the summer 2026 season
- N. Approve the following Lifeguards for the summer 2026 season:
  - Jayden Beck (returning)
  - Ashley Whetstone (returning)
  - Lila Wheeler (returning)
  - Ali Khan (returning)
  - Shaory Gonzalez-Rangel (returning)
  - Sofia Perkins (new)
  - Mason Kaelin (new)
  - Dennis Dewhurst (new)
  - Collin Beck (new)
  - Cameron Kroupa (new)
- O. Approve Tara Johnson as a Certificated 1<sup>st</sup>/2<sup>nd</sup> Grade Combo Class Teacher at RCA effective August 3, 2026


**INFORMATION ITEMS:**

- A. Bond Expense Report to date: Reviewed
- 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 – None**

**ADJOURNMENT – 6:45 p.m.**

**MINUTES APPROVED AND ADOPTED:**

  
\_\_\_\_\_  
Presiding President

  
\_\_\_\_\_  
Date

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