

Agenda
BIGGS UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF TRUSTEES
BOARD ROOM – 300 B Street
April 8, 2026
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. 4-8 A. March 11, 2026 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. 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)

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. 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. RCA/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:

12. 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 and the 2026-2027 school years

B. Approve AP Vendor Check Register and Purchase Order Listing March 1, 2026 – March 31, 2026

13. ACTION ITEMS

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

14. PERSONNEL ACTION

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 Chinchon 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)

15. INFORMATION ITEMS

Pg 59-60 A. Bond Expense Report to date

B. Quarterly Report on Williams Uniform Complaints – No complaints were filed with any school in the district during the last quarter.

16. FUTURE ITEMS FOR DISCUSSION

17. 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
March 11, 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:
 Consent Agenda Item 14 A: Amended Attachment for Interdistrict Transfers
 Add Personnel Action Item 16 J: Approve Jack McDaniel as a walk-on Assistant Baseball Coach
 Add Personnel Action Item 16 K: Approve Deanna Delany as a Long-Term Temporary One on One
 Instructional Aide at BES effective March 9, 2026

MSCU (Avram/Brown) 5/0

Jesmer - Aye

Phillips - Aye

Navarro - Aye

Avram - Aye

Brown - Aye

APPROVAL OF MINUTES: The Board approved the minutes from the Regular Board Meeting on February 11, 2026 as written. MSCU (Avram/Navarro) 5/0

Jesmer – Aye

Phillips –Aye

Navarro – Aye

Avram - Aye

Brown – Aye

PUBLIC COMMENT (Closed Session Items) – Parent Javier Cruz read a statement regarding his concern over the bullying of his daughter and other children at Biggs Elementary School.

The Board adjourned into Closed Session at 6:03 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 6:40 p.m. and the Board reconvened to Open Session at 6:40 p.m.

Staff Present: Doug Kaelin, Superintendent; Loretta Long, Admin. Assist. & HR Director; Anlyn Dyer, CBO; Beverly Landers, Dean of Students; 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.

PARENT ASSOCIATIONS REPORTS – None

CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION (CSEA) and BIGGS UNIFIED TEACHERS ASSOCIATION (BUTA) REPORTS – Holly Perkins announced that BUTA voted to offer the scholarship for the All-Around Male and Female Senior Students as well as fund the prizes for the top two Senior Projects.

PUBLIC COMMENT- Emileigh Martinez requested that the issue of bullying and discipline be put on an upcoming agenda. She said that there is a certain child at BES who is verbally and physically harassing her child and other students. She feels that students are not safe and that the problem is not being handled in a way that is working. She is concerned that consequences for this kind of behavior is not the same across the board for all students.

Jolene Sheppard wanted to express her thanks to the Board for hiring the current softball coach. The girls are responding positively to the change, and she stated that this season is like a “breath of fresh air”.

Biggs City Council Member, Anita Wilks, addressed the Board with her concern about kids on ebikes and scooters not wearing helmets and riding too fast. Pedestrians and riders are at risk of being injured. Gridley PD will be talking with students about following the laws at an upcoming assembly, but we must have parent support to help enforce the laws for everyone’s safety.

PUBLIC HEARING to allow public input on Resolution 2025-2026 #004 Increasing School Facilities Fees as Authorized by Government Code Section 65995(b)3 – Doug Kaelin opened the Public Hearing, explained the study recommending the passing of the Resolution, and closed the Public Hearing when no comment was heard.

STUDENT REPRESENTATIVE REPORTS AND STUDENT RECOGNITION

STUDENT(S) OF THE MONTH: No one was in attendance to be recognized.

RECOGNITION OF SUBMISSIONS FOR THE CA ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS ANNUAL POSTER CONTEST: No one was in attendance to be recognized.

ASB REPORT: ASB Rep reported that the BOTS rally will be held April 3rd. The drummers from Art class will be performing. There was a cheer tunnel send off for the Boys Basketball Team as they headed to their playoff game. Senior Skip Day is being planned and a senior video is in the works. The juniors are having a prom meeting tomorrow. Prom will be April 25th at Patrick Ranch. The spring blood drive will be on April 20th.

FFA REPORT: FFA Rep reported that they are participating in a commodities hand out. Fifteen members will be headed to Ontario to attend the state conference March 21st-24th. Four FFA students will earn their state degrees on April 27th.

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 all four basketball teams were league champions. The winter sports banquet is coming up. The varsity boys lost in the first round of the state tournament. Senior mock interviews were yesterday. Self Help Bank is coming to the high school to advise students on money management and savings accounts. The counselor is finalizing the master schedule. The ASB class may be combined with Yearbook next year. This would open up a new section for a CTE technology class. Mr. McGee would like to offer a coding class. Tomorrow, twenty-five art students are going to the Sacramento Art Museum. Spring sports are off and running. Baseball and softball will be hosting home tournaments soon.

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

SUPERINTENDENT'S REPORT: Doug Kaelin reported that workers are finishing the roofing project literally as we speak, (we could hear the drills as they installed gutters). The architectural team was out walking the site of the new gym and planning upcoming groundwork testing. There is a water fountain in the middle of Cork Oak Park that has a dedication plaque that will need to be moved before construction. The architects will be submitting plans for state approval soon. The main issue is sewage control. The lines are not deep enough. We may need to pump from the new gym to the bathrooms by the football stadium. There are likely telephone and fiber optic lines that are running through the site as well. Most of the trees will need to be taken down. We will replant new ones elsewhere. Bids for the high school roofing project will go out soon. We have not found a Pool Manager and adequate lifeguard staffing as of yet.

CBO'S REPORT: Anayln Dyer read through her summary presentation of the Second Interim Budget.

BOARD MEMBER REPORTS: Jonna Phillips expressed appreciation for Lauren Garcia and Casey Morch's hard work on the mock interviews. It is good for our seniors. Both of these teachers work to make the experience better and better every year.

CONSENT AGENDA: The Board approved Consent Agenda Items A-B (with the amended attachment to Item A). MSCU (Phillips/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 February 1, 2026 – February 28, 2026

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

Jesmer – Aye
 Avram – Aye
 Phillips – Aye
 Navarro – Aye
 Brown – Aye

- A. Approve Resolution 2025-2026 #004 Increasing School Facilities Fees as Authorized by Government Code Section 65995(b)3
- B. Approve Consultant Agreement with Pedal Press for Arts, Media and Graphic Design services
- C. Layoff one vacant/open Multi Subject Certificated Teacher position at BES
- D. Adopt the New or Updated Board Policies (BP), Admin. Regulations (AR), and Exhibits (E) from the CSBA February 2026 release
- E. Approve the updated 2025-2026 Transportation Services Plan
- F. Approve the Second Interim Budget

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

Jesmer – Aye
 Avram – Aye
 Phillips – Aye
 Navarro – Aye
 Brown – Aye

- A. Approve Moneek Graves as Pool Supervisor for the 2026 season
- B. Accept retirement of teacher, Wendy Hall, effective May 28, 2026. This action rescinds the Board’s acceptance of Wendy Hall’s resignation at the February 11, 2026 Regular Board Meeting.
- C. Accept resignation of Dean of Students at BES, Beverly Landers, effective the end of her 2025-2026 contract
- D. Approve Leland Papa as Lower Grades RSP Teacher from March 1, 2026 to May 28, 2026. Mr. Papa will be working under an Intern Education Specialist Credential

- E. Approve Lauryn Hoogeveen as a Substitute Classified Instructional Aide
- F. Approve the following Assistant Track Coaches:
Sean Phillips
Lilly Baker
- G. Approve Leland Papa as an Assistant Baseball Coach
- H. Approve the following coaching staff for the fall 2026 BHS Football season:
Eli Munoz – Assistant Varsity, paid
Mike Pequette – Assistant Varsity, paid split stipend
Jacob Hartley – Assistant Varsity paid split stipend
Garrhett Milburn – Head Junior Varsity, paid
Cody Owen – Assistant Junior Varsity, paid
Shawn Smith – Assistant, non-paid
David Espinoza, Assistant, non-paid
Kameron Smith, Assistant, non-paid
- I. Approve Michael Mitchell as a Certificated Substitute Teacher
- J. Approve Jack McDaniel as a walk-on Assistant Baseball Coach
- K. Approve Deanna Delany as a Long-Term Temporary One on One Instructional Aide at BES effective March 9, 2026

INFORMATION ITEMS:

- A. Bond Expense Report to date: There were no new expenses to add to the report.

FUTURE ITEMS FOR DISCUSSION – None

The Board adjourned back into Closed Session at 7:13 p.m.

Closed Session was adjourned at 7:45 p.m. and the Board reconvened to Open Session at 7:45 p.m.

ANNOUNCEMENT OF ACTIONS TAKEN IN CLOSED SESSION – President Jesmer announced that Doug Kaelin was given direction to put together a presentation for the public concerning our discipline policy and procedures regarding bullying to be given at an upcoming Regular Board Meeting.

ADJOURNMENT – 7:46 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.

Board Meeting Update
April 8 , 2026
Biggs & Richvale Elementary School
Enrollment: BES 195 BES MS 128 Total 323 RES 62
Attendance: BES 92.88% BES MS 93.12% RES 95.02%

School	Event	Results
BES Elementary		April 16th - Currently 4 New Kinders/ 20 TK have signed up for Roundup
	Predicted classes for the Kindergarten Roundup 26/27 School Year <i>Will change throughout the summer</i>	TK:20 (will get more) Current as of 4/1/26 K: 23 1st :37 2nd :30 3rd: 31 4th: 29 5th: 22 6th: 23 7th: 40 8th: 41
	Egg drop	Friday, May 8 @9:00 am
	Talent Show	April 2nd in the high school gym
	Pastries with Parents	April 30th in the cafeteria
	Secretary's Day	April 22nd-we are so blessed with our two amazing office staff!
BES Middle School	CAASPP TESTING	April 20-May
	Progress Reports	Went out last week. We decided to do two progress reports per trimester in order to give parents more information and help students to be successful.
RES Elementary	Lunch with Loved Ones/ Easter Hunt	Parents/ Grandparents joined students last Friday for lunch with loved ones. We had an egg hunt and other Easter activities afterward.
	Charter Advertisement	We created pamphlets and posters advertising RCA. We have a facebook page and Instagram. I have updated the website. We have a radio and digital ad running. I am going to try and attend community events in Gridley/ Durham/ Oroville to pass out pamphlets
	CAASPP Testing	April 20- May 1
	Open House	Thursday May 7th

MOT & Food Services.

1. Transportation

- a. We have completed the most recent 45, 90-day bus inspections.
- b. We continually working on our district vehicle fleet maintenance such as Lube, oil filters and tire replacement and rotation based on mileage requirements.
- c. We are working on improving our vehicle cleaning & maintenance practices.

2. Grounds

- a. Our Grounds & Maintenance staff continue to work hard keeping up on winter grounds projects as well as maintaining the grounds.
- b. Now that warmer weather is upon us the grounds staff are busy establishing attacking the weeds the race to invade our campuses.
- c. During the Easter break grounds will be trimming shrubs & bushes cleaning up leave and tackling much needed sprinkler repairs.

3. Maintenance

- a. Maintenance has been busy working on continuous repairs throughout the district.
- b. The maintenance staff has been working on replacing A/C filters and tuning up swap coolers in preparation of the warmer weather that is on its way.
- c. The Roof replacement and repair at the District Office is almost complete is being completed as of the end of Day on April 3, 2026.

4. Custodial

- a. The custodial staff continues to do a wonderful job cleaning all of the classrooms and surrounding areas.

5. Food Service

- a. The Food Service department is continuing to focus flavorful, nutritious and safe meals for all students.
- b. We are starting to focus on new meal planning and serving ideas for the upcoming school year.

BIGGS UNIFIED SCHOOL DISTRICT

Meeting Date: April 8, 2026

Item Number: 12 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.

<u>2025-2026 School Year</u>	<u>From:</u>	<u>To:</u>	<u>Action</u>	<u>New/Ongoing</u>
1. (7 th Grade)	Gridley	Biggs	Accept	New

<u>2026-2027 School Year</u>	<u>From:</u>	<u>To:</u>	<u>Action</u>	<u>New/Ongoing</u>
1. (8 th Grade)	Thermalito	Biggs	Accept	Ongoing
2. (3 rd Grade)	Thermalito	Biggs	Accept	Ongoing
3. (4 th Grade)	Gridley	Biggs	Accept	Ongoing
4. (1 st Grade)	Gridley	Biggs	Accept	Ongoing
5. (11 st Grade)	Gridley	Biggs	Accept	Ongoing
6. (8 th Grade)	Gridley	Biggs	Accept	Ongoing
7. (6 th Grade)	Gridley	Biggs	Accept	Ongoing
8. (9 th Grade)	Biggs	OUHSD	Release	New
9. (2 nd Grade)	Biggs	Live Oak	Release	Ongoing
10. (K)	Biggs	Live Oak	Release	Ongoing
11. (K)	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: April 8, 2026

Item Number: 12 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
March 1, 2026 through March 31, 2026
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.

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-347665	3,787.32	Printed	01		DOUG KAELIN (DOUG KAELIN - Payee)
3005-347666	300.00	Printed	73		MARCELLA MUNANUI (MARCELLA MU - Payee)
3005-347667	84.00	Printed	01		Strattard, John (001201 - Emp)
3005-347668	159.20	Printed	01		Pearson, Jill A (001381 - Emp)
3005-347669	18.03	Printed	01		Mcdaniel, Monica (001477 - Emp)
3005-347670	105.00	Printed	01		Shelton, Megan (001565 - Emp)
3005-347671	472.11	Printed	01		Beverly Landers (100854/1)
3005-347672	20.00	Printed	01		BUCKMASTER OFFICE SOLUTIONS (100112/1)
3005-347673	1,248.54	Printed	01		BUTTE AUTO PARTS (100115/1)
3005-347674	944.00	Printed	01		California Charter Schools Association (100967/1)
3005-347675	58.50	Printed	13		CA DEPT OF EDUCATION/FOOD DIST CASHIER'S OFFICE (100129/1)
3005-347676	100.45	Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-347677	236.25	Printed	01		CDW GOVERNMENT INC (100151/1)
3005-347678	361.39	Printed	01		CINTAS CORPORATION NO. 2 (100749/1)
3005-347679	84.00	Printed	01		DMV (100972/1)
3005-347680	165.00	Printed	01		DOCUMENT TRACKING SERVICES (100196/1)
3005-347681	44.00	Printed	01		FGL ENVIRONMENTAL (100221/1)
3005-347682	.61	Printed	01		GRAINGER INC (100240/1)
3005-347683	1,640.50	Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-347684	18.29	Printed	01		J C NELSON SUPPLY CO (100275/1)
3005-347685	973.75	Printed	25		JACK SCHREDER & ASSOCIATES INC (100276/1)
3005-347686	775.01	Printed	01		JACKSONS GLASS CO (100277/1)
3005-347687	3,989.80	Printed	01		Lakeview Petroleum Co. (100304/3)
3005-347688	210.00	Printed	01		North State Water System (100827/1)
3005-347689	614.80	Printed	01		OFFICE DEPOT (100358/1)
3005-347690	9,084.71	Printed	01		PG&E (100369/1)
3005-347691	2,233.33	Printed	13		PRO PACIFIC FRESH (100376/1)
3005-347692	4,500.00	Printed	01		School Innovations & Achievement (100811/2)
3005-347693	6,595.35	Printed	13		SFS OF SACRAMENTO, INC (100443/2)
3005-347694	174.00	Printed	01		Tammie Loftin (100908/1)
3005-347695	153.37	Printed	01		Tracey McPeters (100905/1)
3005-347696	2,695.43	Printed	01		Xerox IT Solutions, Inc. (100976/1)

Number	Amount Status	Fund	Cancel Register Id	Payee
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41,846.74 Number of Items 32 Totals for Register 000572

2026 FUND-OBJ Expense Summary / Register 000572

01-3701	174.00	
01-4300	3,984.94	
01-4303	3,989.80	
01-4400	3,787.32	
01-5200	105.00	
01-5300	944.00	
01-5503	9,084.71	
01-5606	20.00	
01-5800	7,850.68	
01-9110*		29,940.45-
Totals for Fund 01	29,940.45	29,940.45-
13-4300	684.05	
13-4700	9,948.49	
13-9110*		10,632.54-
Totals for Fund 13	10,632.54	10,632.54-
25-5800	973.75	
25-9110*		973.75-
Totals for Fund 25	973.75	973.75-
73-5800	300.00	
73-9110*		300.00-
Totals for Fund 73	300.00	300.00-
Totals for Register 000572	41,846.74	41,846.74-

* denotes System Generated entry

Net Change to Cash 9110 41,846.74- Credit

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-348281	1,125.00	Printed	01		Association of California School Administrators (100063/1)
3005-348282	192.38	Printed	01		AMAZON (100697/1)
3005-348283	1,496.47	Printed	01		AT&T (100086/1)
3005-348284	20.00	Printed	01		BUCKMASTER OFFICE SOLUTIONS (100112/1)
3005-348285	676.91	Printed	01		BUTTE AUTO PARTS (100115/1)
3005-348286	1,200.00	Printed	01		California Consulting, Inc. (100980/1)
3005-348287	300.35	Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-348288	.10	Printed	01		CENTURYLINK COMMUNICATIONS (100153/1)
3005-348289	2,297.52	Printed	01		CITY OF BIGGS (100164/1)
3005-348290	23.82	Printed	01		CLARK & SONS (100165/1)
3005-348291	480.00	Printed	01		Deer Creek Advertising, LLC (100947/1)
3005-348292	1,091.47	Printed	01		Golden Pacific Bank (100235/1)
3005-348293	1,144.50	Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-348294	875.00	Printed	01		Jennifer Stampanoni (100961/1)
3005-348295	24.89	Printed	01		LES SCHWAB (100308/1)
3005-348296	91.81	Printed	01		MACS MARKET (100318/1)
3005-348297	1,719.56	Printed	01		Mike Carey Construction (100982/1)
3005-348298	210.00	Printed	01		North State Water System (100827/1)
3005-348299	1,003.01	Printed	01		OFFICE DEPOT (100358/1)
3005-348300	1,637.35	Printed	13		PRO PACIFIC FRESH (100376/1)
3005-348301	1,309.07	Printed	01		RECOLOGY BUTTE COLUSA (100384/1)
3005-348302	537.73	Printed	01		TPX COMMUNICATIONS (100764/2)
3005-348303	1,247.91	Printed	01		U S BANK OFFICE EQUIP FINANCE SERVICES (100458/1)

18,704.85

Number of Items

23 Totals for Register 000573

2026 FUND-OBJ Expense Summary / Register 000573

01-4300	3,365.20
01-5200	1,125.00
01-5502	2,297.52
01-5504	1,309.07
01-5606	1,267.91
01-5800	4,004.56
01-5801	480.00

2026 FUND-OBJ Expense Summary / Register 000573 (continued)

01-5811	39.44	
01-5900	2,034.30	
01-9110*		15,923.00-
Totals for Fund 01	15,923.00	15,923.00-
13-4700	2,781.85	
13-9110*		2,781.85-
Totals for Fund 13	2,781.85	2,781.85-
Totals for Register 000573	18,704.85	18,704.85-

* denotes System Generated entry

Net Change to Cash 9110 18,704.85- Credit

Register 000574 - 03/17/2026

Bank Account COUNTY - US Bank

Number	Amount	Status	Fund	Cancel Register Id	Payee
3005-348904	50.30	Printed	01		Milburn, Kendall L (000842 - Emp)
3005-348905	378.80	Printed	01		Morch, Casey Y (001100 - Emp)
3005-348906	50.00	Printed	01		Baker, Lilly (001472 - Emp)
3005-348907	16.49	Printed	01		Mcdaniel, Monica (001477 - Emp)
3005-348908	1,324.95	Printed	01		ANDES POOL SUPPLY (100077/1)
3005-348909	97.42	Printed	01		Beverly Landers (100854/1)
3005-348910	64.00	Printed	01		CA STATE DEPT OF JUSTICE ACCOUNTING OFFICE (100132/1)
3005-348911	154.85	Printed	01		CANDELARIO ACE HARDWARE (100250/1)
3005-348912	347.17	Printed	01		CINTAS CORPORATION NO. 2 (100749/1)
3005-348913	6,505.67	Printed	01		CITY OF BIGGS (100164/1)
3005-348914	1,073.00	Printed	13		HYLEN DISTRIBUTING (100268/1)
3005-348915	2,674.15	Printed	01		J C NELSON SUPPLY CO (100275/1)
3005-348916	6,389.00	Printed	25		JACK SCHREDER & ASSOCIATES INC (100276/1)
3005-348917	43.29	Printed	01		LES SCHWAB (100308/1)
3005-348918	647.88	Printed	01		RICHVALE SANITARY DISTRICT (100392/1)
3005-348919	110.00	Printed	01		Right Way Holdings (100393/1)
3005-348920	226.35	Printed	01		Tracey McPeters (100905/1)
3005-348921	185.81	Printed	01		TURF STAR INC (100457/1)
3005-348922	603.85	Printed	01		USA Waste of California, Inc. (100979/1)
3005-348923	100.97	Printed	01		VERIZON WIRELESS (100467/1)
3005-348924	290.11	Printed	01		Western Tree Nursery Inc. (100978/1)

21,334.06

Number of Items

21 Totals for Register 000574

2026 FUND-OBJ Expense Summary / Register 000574

01-4300	5,147.49
01-5200	50.00
01-5502	7,153.55
01-5504	603.85
01-5800	525.00
01-5807	64.00
01-5808	110.00
01-5900	100.97
01-9110*	13,754.86-

2026 FUND-OBJ Expense Summary / Register 000574 (continued)

Totals for Fund 01	13,754.86	13,754.86-
13-4300	117.20	
13-4700	1,073.00	
13-9110*		1,190.20-
Totals for Fund 13	1,190.20	1,190.20-
25-5800	6,389.00	
25-9110*		6,389.00-
Totals for Fund 25	6,389.00	6,389.00-
Totals for Register 000574	21,334.06	21,334.06-

* denotes System Generated entry

Net Change to Cash 9110 **21,334.06- Credit**

Number	Amount Status	Fund	Cancel Register Id	Payee
3005-349849	1,900.80 Printed	01		Melissa Green (Melissa Gre - Payee)
3005-349850	343.28 Printed	01		Strattard, John (001201 - Emp)
3005-349851	347.87 Printed	01		AMAZON (100697/1)
3005-349852	2,868.70 Printed	01		MJB SALES & SERVICE (100336/1)
3005-349853	94.88 Printed	01		SCHOLASTIC INC (100408/1)
3005-349854	2,886.97 Printed	01		SKYWAY TOOL CENTER (100428/1)
3005-349855	15,244.54 Printed	13		SFS OF SACRAMENTO, INC (100443/2)
23,687.04		Number of Items	7	Totals for Register 000575

2026 FUND-OBJ Expense Summary / Register 000575		
01-4200	94.88	
01-4300	5,945.38	
01-5200	1,900.80	
01-5300	306.43	
01-5800	158.16	
01-9110*		8,405.65-
Totals for Fund 01	8,405.65	8,405.65-
13-4300	1,131.25	
13-4700	14,150.14	
13-9110*		15,281.39-
Totals for Fund 13	15,281.39	15,281.39-
Totals for Register 000575	23,687.04	23,687.04-

* denotes System Generated entry

Net Change to Cash 9110 23,687.04- Credit

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2026 FUND-OBJ Expense Summary / Register 000575 (continued)

105,572.69

Number of Items

83 Totals for Org 006 - Biggs Unified School District

BIGGS UNIFIED SCHOOL DISTRICT

April 08, 2026

Item Number: 13 A

Item Title: Request for Geologic and Geotechnical Engineering Services

Presenter: Analyn Dyer

Attachments: Contract Services with Mid Pacific Engineering, Inc.

Item Type: Consent Agenda Action Report Work Session Other

Background/Comments:

The purpose of these contract services is to evaluate potential geologic hazards to the site, investigate the site, soil, geologic, seismic, and groundwater conditions in the area of the proposed buildings – BHS Gymnasium and Classroom Buildings.

Mid Pacific Engineering will prepare a report containing findings, conclusions and recommendations for use by the other members of the design team to prepare contract plans and specifications and for use during constructions. These also satisfy Division of the State Architect (DSA) and California Geological Survey (CGS) requirements.

Fiscal Impact:

Total proposed fee not to exceed \$ 19,600.00

Recommendation:

The Administration recommends that the Board approve the new contract services with Mid Pacific Engineering, Inc.



MID PACIFIC ENGINEERING, INC.

REDDING
530-246-9499
WEST SACRAMENTO
916-927-7000
LODI
209-625-4400

GEOTECHNICAL ENGINEERING | EARTHWORK TESTING | MATERIALS ENGINEERING AND TESTING | SPECIAL INSPECTIONS

Biggs Unified School District
Attn: Mr. Doug Kaelin
3046 2nd Street
Biggs, California 95917

March 16, 2026

Proposal for Geologic and Geotechnical Engineering Services
BIGGS HIGH SCHOOL GYMNASIUM and CLASSROOM BUILDINGS
3046 2nd Street
Biggs, California 95917
MPE Proposal No. 26-0213

As requested, Mid Pacific Engineering, Inc. (MPE) is pleased to submit this proposal to prepare a combined Geologic Hazards and Geotechnical Engineering Report (GHZ-GER) for the planned Biggs High School New Gymnasium and Classroom Buildings project to be located at 3046 2nd Street in Biggs, California.

In preparing this proposal, we reviewed the following project site plans provided by Nichols, Melburg & Rossetto:

- *Proposed Gymnasium & Classroom Buildings For Biggs Unified School District, Biggs, High School, 3046 2nd Street, Biggs, California 95917, Sheet Title Overall Site Plan With DSA Buildings Shown, Sheet No. G003, and the Enlarged New Site Plan, Sheet No. A030, dated January 4, 2026.*

In addition, we visited the site, viewed recent and available historic aerial images of the site through Google Earth, reviewed available geologic and groundwater maps containing the project site, and discussed the project with Mr. Zane Schreder.

PROJECT DESCRIPTION

Review of the plans provided indicate the project will consist of constructing a new, approximately 9,200 square foot gymnasium and an approximately 5,400 foot classroom building. The proposed gymnasium and classrooms structure would be supported on a conventional foundation with interior concrete slab-on-grade floors. We anticipate relatively light to moderate foundation and structural loads for the proposed gymnasium and classroom buildings. Associated development is anticipated to include exterior concrete flatwork, and underground utilities. It is our understanding the final project Geologic

Hazards and Geotechnical Engineering Report will be reviewed by the Division of the State Architect (DSA) and/or the California Geologic Survey (CGS).

SITE DESCRIPTION

Based on our site visit and review of the project plans provided and Google Earth images, the new gymnasium would be located at 3046 2nd Street, in Biggs, California. The project site currently supports irrigated landscaping, concrete walkways, a few mature trees, asphalt-pavement, and underground utilities.

Preliminary review of the Division of Mines and Geology, *Geologic Map of the Chico Quadrangle, California, 1:250,000*, indicates the project site is underlain by Pleistocene-age Modesto Formation. Review of available data indicates groundwater in the project vicinity is approximately two to ten feet below existing ground surface.

SCOPE OF SERVICES

The purposes of the GHZ-GER are to evaluate potential geologic hazards that may be influential to the site, investigate the site, soil, geologic, seismic, and groundwater conditions in the area of the proposed buildings; satisfy DSA and CGS Note 48 criteria as of November 2025; and, to prepare a report containing our findings, conclusions and recommendations for use by the other members of the design team to prepare contract plans and specifications and for use during construction.

The CGS reviews Geologic Hazards and Geotechnical Engineering Reports prepared under California Code of Regulations (CCR) Title 24 for schools. As part of the review process, CGS has developed minimum investigation, analysis, and reporting criteria for preparation of these reports. These criteria are presented in CGS Note 48. Among the minimum criteria presented in CGS Note 48 is a requirement that the subsurface exploration includes at least one boring or one point of investigation per 5,000 square feet of building footprint, with a minimum of two borings or investigation points for any one building.

Two of the primary concerns of the CGS for the proposed project will be assessing seismic hazards, including liquefaction potential and seismic settlement of the proposed project structures based on the existing soil and groundwater conditions in the upper 50 feet of the site. Review of the current project plans and available information, the estimated square footage of the proposed buildings, and using CGS requirements, we propose to advance four exploratory soil borings.

To determine seismic site classification, and to evaluate liquefaction potential and seismic settlement, one boring would be advanced to an approximate minimum depth of 50 feet below ground surface (bgs), or less if auger refusal is encountered. The remaining borings would be advanced to an approximate depth of 15 to 25 feet below existing site grades, or less if auger refusal is encountered at shallower depths.

Relatively undisturbed and bulk soil samples would be collected at various depths from the borings. Samples would be taken to our laboratory for additional classifications and selection of samples for testing to determine in-place dry unit weight, moisture content, grain size analyses, Atterberg limits, expansion potential, and shear strength characteristics. Two composite soil samples would be submitted to Sunland Analytical to determine pH, resistivity, and sulfate and chloride concentrations to evaluate preliminary corrosion potential.

Should the proposed borings encounter auger refusal at a depth less than 50 feet below ground surface bgs, we propose to complete a geophysical site survey using Refraction Microtremor (REMI) and Multichannel Analysis of Surface Wave (MASW) to obtain shear wave velocities in the upper 100 feet of the subsurface to aid in determining seismic site class as required in ASCE 7-22 and adopted in the 2025 California Building Code and/or to evaluate liquefaction potential. To supplement site subsurface information, we propose to evaluate liquefaction potential and seismic site class by utilizing the commercially available computer software program GeoSuite developed by Yi. The project site is not located within a State of California designated liquefaction zone.

The REMI/MASW work will be completed following our initial site investigation and upon approval from the Biggs Unified School District. The cost for the REMI and MASW work is included as a separate line item in this proposal.

To supplement on-site subsurface information, we propose to evaluate liquefaction potential and seismic site class by measuring the penetration resistance of the subsurface soils utilizing the commercially available computer software program GeoSuite developed by Yi. The penetration resistance(s) corresponds to liquefaction susceptibility and seismic settlement. The site is not located within a State of California designated liquefaction zone.

Prior to advancing the borings, Underground Service Alert (USA) would be contacted to identify existing underground utility lines within the proposed areas of subsurface exploration. We request all information regarding underground utilities that currently exists be provided prior to initiation of the subsurface investigation. In addition, we request knowledgeable school facilities personnel review our investigation locations in the field and verify that our borings would not conflict with existing underground utilities. We will take

precautions not to disturb underground utilities that are clearly marked in the field or brought to our attention; however, we cannot be responsible for damage to unmarked underground utilities or those that are not known to us.

During our fieldwork, an on-site location will be required to dispose of the drill soil cuttings and to wash out and clean the grout mixer (cement and water). We would work with your office and school representatives to locate an appropriate, on-site location for these materials. Our scope and fee do not include the costs associated with drumming the drill spoils or their off-site disposal. Following completion of the investigation, the borings would be backfilled as required by the Butte County Environmental Health Division.

We propose to perform the following scope of services to address the criteria presented in CGS Note 48:

- Review of available published geologic literature.
- Review of available aerial photographs of the site and vicinity.
- Review of available site topographic, geologic and fault map coverage.
- Review of historic seismic activity within a minimum 100-kilometer radius of the site using the computer program EQSEARCH. This program lists historical earthquakes using an abbreviated and supplemented version of the CGS computerized earthquake catalog.
- Perform a subsurface exploration consisting of advancing, logging, and sampling of four hollow stem auger borings within or near the planned building footprints to approximate depths of 15 to 50 feet below ground (bgs) to explore the surface and near-surface soil, geologic, and groundwater conditions.
- Perform laboratory testing of undisturbed and bulk soil samples collected during the subsurface exploration. Testing would include but not be limited to in-place dry unit weight and moisture content, grain size analysis, shear strength, Atterberg Limits, and expansion index. We also would submit two bulk soil samples to Sunland Analytical for testing to determine preliminary soil corrosion characteristics.
- Perform two REMI/MASW seismic survey lines to aid in determining Seismic Site Class and/or liquefaction potential.

Upon completion of our field investigation, laboratory testing, and engineering and geologic analyses, we would prepare a formal report containing:

1. Site vicinity map.
2. Site Plan showing approximate boring and REMI/MASW survey line locations.

3. Logs of exploratory soil borings.
4. REMI and MASW site survey data and report, if required.
5. Laboratory test results.
6. Findings regarding site, soil, geologic, and groundwater conditions:
 - a. Geologic setting.
 - b. Geologic structure.
 - c. Groundwater.
 - d. Faults and seismicity.
 - e. Historic seismicity.
 - f. Coseismic ground deformation (as applicable).
7. Conclusions regarding:
 - a. Site class and 2025 California Building Code design parameters.
 - b. Geologic hazards (e.g., liquefaction, seismic-induced settlement, landslides, naturally-occurring asbestos (NOA), flood and tsunami hazards, dam inundation, etc.) influencing the site, as necessary.
 - c. Effects of previous site development.
 - d. Bearing capacity and foundation support.
 - e. Estimated total and differential settlement.
 - f. Expansive soil conditions.
 - g. Preliminary soil corrosion potential.
 - h. Effect of groundwater on development.
 - i. Excavation conditions.
 - j. Soil suitability for use in fill construction.
8. Recommendations regarding:
 - a. Site clearing.
 - b. Site preparation and fill placement.
 - c. Utility trench backfill.
 - d. Building foundation design.
 - e. Interior floor slab support.
 - f. Exterior flatwork construction.
 - g. Site drainage; and
9. Guide earthwork specifications.

PREVAILING WAGES

SB1999 revised Section 1720 of the Labor Code relating to public contracts to include work performed during the design and pre-construction phases of a public works project, as well as the construction phase. During a geotechnical engineering investigation, the law only affects the rates that our excavation contractors charge for their services.

SCHEDULE AND FEES

The preceding scope of work will be performed under the direct supervision of a Certified Engineering Geologist and Registered Geotechnical Engineer.

The scope of work to prepare a combined Geologic Hazards and Geotechnical Engineering Report would be completed for a not-to-exceed estimated fee of \$19,600. Please note approximately \$7,400 of our fee is associated with boring and permit costs, if required \$3,000 for the CGS required geophysical study (REMI/MASW). Fee assumes drilling all sites concurrently. We would not exceed this fee estimate unless our field exploration uncovers conditions requiring additional study, report reviewing agencies require additional work, or if our work scope is revised, and only after receiving authorization from your office for additional work.

Please note these fees do not include costs related to review of project plans and specifications, nor the costs associated with testing and observation services required during construction. A fee estimate for those services could be provided at a later date after more information is known about the plans and construction schedule.

Final billing for the work would be in accordance with the attached Schedule of Fees for the work accomplished. We have assumed our fieldwork can be completed during normal business hours (no weekend, holiday or overtime hours). If our investigation cannot be performed on a weekday, our costs will increase.

We anticipate we could begin the field exploration within approximately two to three weeks of receiving authorization to proceed, depending on receipt of required permits, weather, site access conditions, and drill rig availability. We have assumed our fieldwork can be completed during normal business hours (no weekend, holiday or overtime hours). If our investigation cannot be performed on a weekday, our costs will increase. We anticipate one to two days for the field investigation. Laboratory testing would require an additional two to three weeks to complete after our field investigation. Following our field investigation and completion of laboratory testing, engineering analysis and preparation of the report would take approximately three to four additional weeks to complete. During this time, we would coordinate with the project design team to provide preliminary recommendations, as needed, to keep the design process moving forward.

AGREEMENT AND AUTHORIZATION

If this proposal is acceptable, please indicate so by signing the authorization block below and returning a copy of this letter as our formal authorization to proceed.

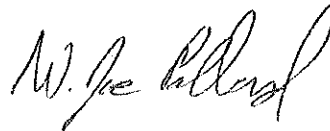
We appreciate the opportunity to submit this proposal and look forward to the possibility of providing you with our services.

If you have any questions concerning this proposal or work scope, please contact our office.

Mid Pacific Engineering, Inc.


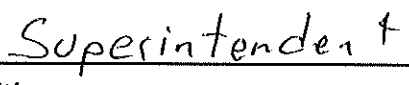
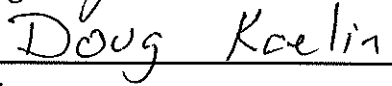
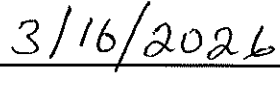


Troy W. Kamisky
Senior Engineer
RPE No. 68350



Woody Joe Pollard
Senior Engineering Geologist
CEG 2297

Attachments: General Conditions for Geotechnical Services
Prevailing Wage Fee Schedule

I, the undersigned, agree to the terms and conditions as stated in the above proposal and the attached <i>General Conditions for Geotechnical Services</i> .	
 Signature	 Title
 Name	 Date



MID PACIFIC ENGINEERING, INC.

REDDING
530-246-9499
WEST SACRAMENTO
916-927-7000
LODI
209-625-4400

GEOTECHNICAL ENGINEERING | EARTHWORK TESTING | MATERIALS ENGINEERING AND TESTING | SPECIAL INSPECTIONS

GENERAL CONDITIONS
FOR
GEOTECHNICAL SERVICES

WARRANTY OF AUTHORIZATION - The person signing the attached authorization, or accepting the attached proposal, warrants he has authority as, or on behalf of, the Client or Owner for whom or for whose benefit Mid Pacific Engineering, Inc. (hereinafter referred to as "Consultant") would render service. If such a person does not have such authority, he agrees that he is personally liable for all breaches of the Agreement and that in any action against him for breach of such warranty, a reasonable attorney's fee shall be included in any judgment rendered.

LIMITATION OF LIABILITY - The Client agrees to limit the Consultant's liability to the client and all construction contractors and subcontractors on the project arising from the Consultant's services pursuant to this agreement, such that the total aggregate liability of the Consultant to all those named shall not exceed \$50,000, or the Consultant's total fee for the services rendered on this project, whichever is greater. The Client further agrees to require of the contractor and his subcontractors an identical limitation of the Consultant's liability for damages suffered by the contractor or the subcontractor arising from the Consultant's professional acts, errors, or omissions. Neither the contractor nor any of his subcontractor's assume any liability for damages to others which may arise on account of the Consultant's professional acts, errors or omissions.

STANDARD OF CARE - Service performed by the Consultant under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty, express or implied, is made.

Client recognizes that subsurface conditions may vary from those encountered at the location where borings, surveys, or explorations are made by the Consultant and that the data interpretations and recommendations of the Consultant are based solely on the information available to him. The Consultant will be responsible for those data, interpretations, and recommendations, but shall not be responsible for the interpretation by others of the information developed.

INSURANCE - The Consultant represents and warrants that it and its agents, staff and consultants employed by it are protected by Workers' Compensation insurance and that the Consultant has such coverage under public liability and property damage insurance policies which the Consultant deems to be adequate. Certificates for all such policies of insurance may be provided to the Client upon request in writing. Within the limits and conditions of such insurance, the Consultant agrees to indemnify and save the client harmless from and against any loss, damage of liability arising from any negligent acts by the Consultant, its agents, staff, and consultants employed by it. The Consultant shall not be responsible for any loss, damage, or liability beyond the amounts, limits, and conditions of such insurance. The Consultant shall not be responsible for any loss, damage, or liability arising from any acts by the Client, its agents, staff, and other consultants employed by it.

RIGHT OF ENTRY - The Client will provide for right of entry for the Consultant and all necessary equipment, in order to complete the work. While the Consultant will take all reasonable precautions to minimize any damage to the property, it is understood by Client that in the normal course of work some damage may occur, the correction of which is not a part of this agreement.

UTILITIES - In the performance of his work the Consultant will take reasonable precautions to avoid damage or injury to subterranean structures or utilities. The Client agrees to hold the Consultant harmless for any damages to subterranean structures or utilities which are not called to the Consultant's attention and correctly shown on the plans furnished.

SAMPLES - The Consultant will dispose of all soil and rock samples upon completion of laboratory testing. Further storage or transfer of samples can be made upon written request and at Client's expense.

OWNERSHIP OF DOCUMENTS - All reports, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by the Consultant, as Instruments of service, shall remain the property of the Consultant. Client agrees that all reports and other work furnished to the Client or his agents, which are not paid for, will be returned upon demand and will not be used by the Client for any purpose whatever.

TERMINATION - This agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, Consultant shall be paid for services performed to the termination notice date plus reasonable termination expenses.

ASSIGNS - Neither the Client nor the Consultant may delegate, assign, sublet or transfer his duties or interest in the Agreement without written consent of the other party.

PAYMENT - The Consultant will submit monthly invoices to the Client and a final bill upon completion of services. Unless specified otherwise in the Agreement, payment is due upon presentation of invoice and is past due thirty (30) from invoice date. Client agrees to pay a finance charge of one and one-half percent (1-1/2%) per month, or the maximum rate allowed by law, on past due accounts.

If fees are not paid in full for the labor, services, equipment or materials furnished or to be furnished, a mechanic's lien may be placed against the property. Such action may lead to the loss of all or part of Client's property being so improved.

MEDIATION - All claims, disputes and other matters in question between the parties to this agreement, arising out of or relating to this agreement or the breach thereof, shall be submitted to non-binding mediation under the auspices of a mediation service experienced in the handling of construction disputes prior to initiation of any lawsuit or other litigation unless the parties mutually agree otherwise. The cost of said Mediation shall be split equally between the parties. This agreement to mediate shall be specifically enforceable under the prevailing law of the jurisdiction in which this agreement was signed.

DISPUTES - In the event that a dispute should arise relating to the performance of the services to be provided under this agreement or for nonpayment of fees, and should that dispute result in litigation, it is agreed that the prevailing party shall be entitled to recover all reasonable costs incurred in the defense of the claim, including staff time, court costs, attorneys' fees, and other claim-related expenses.

Last Revised 5/9/11

MID PACIFIC ENGINEERING, INC.
2025 Standard Fee Schedule – Redding Office

LABOR	Rate per Hour
Field Technician - Concrete sampling	\$130
Field Technician - Soils, Asphalt, Anchors, Load testing, and Fireproofing	\$140
Field Technician - Welding, Bolting, Reinforcing Steel, Post-tension, Masonry, Nailing, misc.	\$155
Field Technician - NDT testing, GPR, DSA Masonry, DSA Shotcrete	\$165
Field Technician - Coring, Includes Coring Equipment + \$350 Bit Charge	\$140
Managing Field Technician	\$165
Laboratory Technician	\$110
Laboratory Machining Time	\$150
Administrative Assistant	\$100
Draftsperson	\$120
Staff Engineer/Geologist	\$165
Project Engineer/Geologist	\$185
Senior Engineer/Geologist	\$205
Chief Engineer	\$220
Overtime and Double Time (work beyond 8-hour days, weekends, and Holidays), including travel, will be billed at a rate of 1.5 and 2 times the hourly rate presented above, respectively. Scheduled night work will be billed at a rate of 1.25 times the hourly rate presented above. A night shift is a shift, which commences after 2:00pm and before 4:00am. A 2-hour minimum charge will apply on all projects. A 4-hour minimum charge will apply on Saturday and Sundays. An 8-hour minimum charge will apply on Holidays.	
LABORATORY TESTING	Rate per Test
Asphalt	
Extracted Aggregate Grain Size Analysis	\$210
LTMD	\$500
Marshal Compacted Unit Weight	\$165
Maximum Theoretical Density (Rice)	\$220
Oil Content by Extraction	\$290
Oil Content by Ignition	\$290
Stabilometer Value (3 specimens)	\$440
Unit Weight of Cores	\$60
Concrete	
Compression Testing - Concrete 4x8 and hold	\$45
Compression Testing - Concrete 6x12 and hold, Grout, Mortar or CLSM	\$60
Compression Testing - Concrete Core Including Trimming	\$70
Compression Testing - Shotcrete Core	\$80
Flexural Strength – 6" x 6" concrete beam	\$165
Length Change of Hardened Concrete - Shrinkage Measurement (set of 3)	\$500
Splitting Tensile Test – 6" x 12" Cylinders	\$80
Thermal Resistivity Testing	\$100
Trial Batch – Compression Testing (set of 5)	\$1000
Trial Batch – Compression Testing (set of 5) and Shrinkage Measurement (set of 3)	\$1450
Masonry	
Compression Testing - Masonry Prism	\$240
Compression Testing - Masonry Unit or Brick	\$80
Masonry Absorption and Unit Weight (set of 3)	\$245
Masonry Core Shear Test	\$125
Masonry Unit Dimensions	\$100
Masonry Unit Linear Shrinkage, Absorption and Moisture (set of 3)	\$640
Reinforcing and Structural Steel	
Anchor Bolt Tensile Strength	\$110
Prestressing Tendon Tensile Strength	\$180
Rebar Tensile and Bend 1 - 7 bar	\$180
Rebar Tensile and Bend 8 - 14 bar	\$240
Rockwell Hardness	\$30
Structural Bolt Tensile and Hardness per Assembly	\$450
Structural Steel Tensile	\$115
Welder Qualification Bend Test	\$55
Welder Qualification Macro Etch Test	\$55
Welder Qualification Tensile Test	\$110
Fireproofing Unit Weight	\$80
Hydraulic Ram Calibration	\$165
Zinc Coating and Chemical Analysis	Quote

Soil and Aggregate

Absorption of Sand or Gravel	\$90
Aggregate Cleanness Value	\$175
Aggregate Crushed Particles	\$140
Aggregate Unit Weight	\$80
Atterberg Limits	\$220
California Compaction Impact Method 216	\$300
Compaction Curve	\$300
Compaction Curve Check Point	\$80
Consolidation Test	\$720
Corrosion Testing	\$200
Direct Shear Test	\$200
Durability	\$230
Expansion Index	\$230
Grain Size Analysis - Total Sieve (200, Fine and Coarse)	\$300
Grain Size Analysis - Fine or Coarse Sieve	\$145
Grain Size Analysis - Soils Finer than No. 200	\$135
Grain Size Analysis - Hydrometer	\$220
L.A. Abrasion (100 and 500 Rev)	\$230
Landscape Fertility Testing	\$130
Moisture Content	\$55
Organic Content of Soils by Combustion	\$110
Organic Impurities in Fine Aggregates	\$60
Permeability	\$480
Resistance Value - Untreated	\$420
Resistance Value - Treated with Lime or Cement	\$480
Sand Equivalent	\$200
Sodium or Magnesium Sulfate Soundness	\$180
Specific Gravity	\$165
Thermal Resistivity Testing – Remolded Sample	\$100
Thermal Resistivity Testing – Undisturbed Sample	\$80
Triaxial Shear – Undisturbed	\$480
Triaxial Shear – Remolded	\$580
Unconfined Compression Test	\$160
Unconfined Compression Test – Chemically Treated (set of 3)	\$520
Unit Weight and Moisture Content - Undisturbed Sample	\$60
Unit Weight and Moisture Content - Loose Sample	\$90
Earthwork Water Replacement Density Test	\$530
Please contact our office for laboratory testing not listed on this fee schedule	Quote

MISCELLANEOUS

Mileage – Billed Portal to Portal	\$0.97 /mile
Per Diem	\$210/day
Outside Services	Cost +20%
Project Setup	\$100
Final Report of Inspection	\$400
DSA Interim Report	\$500
DSA Final Report	\$800
Department of Industrial Relations Wage Reporting	\$180/month

BIGGS UNIFIED SCHOOL DISTRICT

Meeting Date: April 8, 2026

Item Number: 13 B
Item Title: Approve Caitlin Schwerin as Painting Independent Contractor
Presenter: Tracey McPeters
Attachment: Proposal/ Contract
Item Type: Consent Agenda Action Report Work Session Other

Background/Comments:

This proposal is for an independent contractor to teach painting to students at Richvale Charter Academy and Biggs High School. This will come from the arts and music funding. Caitlin Schwerin is a professional artist and will work with our art teacher to provide more specialized instruction in painting to students in our district.

Fiscal Impact:

We will use money from arts and music resource in order to fund this project

Recommendation:

Approve.

Proposed Scope of Work

Term: April 17 – May 22, 2026

Caitlyn Schwerin will teach the fundamentals of painting and familiarize students at BHS in grades 9-12 with art techniques. Students will learn about painting and art through regular hands-on activities.

Schwerin will meet with students for approximately 2 hours weekly. Classes will begin the week of April 13th and will occur on Fridays, from 10-12 p.m. to be determined.

Biggs Unified School District will provide the items required for the painting projects. Schwerin will get a list of supplies and materials to the district for the district to order in advance of the classes. Materials and supplies should not exceed \$1000.

Fee for Services

Schwerin's services will consist of teaching a total of twelve classes at BHS. Biggs Unified School District agrees to pay for services upon receipt of Schwerin's first invoice not to exceed \$400 which she will submit on April 24, 2026, with invoices continuing every two weeks until May 22, 2026. The fee for this service is based on a rate of \$80 per hour of instruction, with additional pay for set up and clean up time- not to exceed an additional 30 minutes total per day. Invoices will reflect hours worked over the period.

Proposed Scope of Work

Term: April 17 – May 22, 2026

Caitlyn Schwerin will teach the fundamentals of painting and familiarize students at RCA in grades 1-6 with art techniques. Students will learn about painting and art through regular hands-on activities.

Schwerin will meet with students for approximately 1 hour weekly. Classes will begin the week of April 13th and will occur on Fridays, from 1-2 p.m. to be determined.

Biggs Unified School District will provide the items required for the painting projects. Schwerin will get a list of supplies and materials to the district for the district to order in advance of the classes. Materials and supplies should not exceed \$1000.

Fee for Services

Schwerin's services will consist of teaching six classes at RCA, rotating every two weeks between groups. Biggs Unified School District agrees to pay for services upon receipt of Schwerin's first invoice not to exceed \$240 which she will submit on April 24, 2026, with invoices continuing every two weeks until May 22, 2026. The fee for this service is based on a rate of \$80 per hour of instruction, with additional pay for set up and clean up time- not to exceed an additional 30 minutes total per day. Invoices will reflect hours worked over the period.

Biggs Unified School District
TK-8th GRADE ELEMENTARY SCHOOL/RCA VICE-PRINCIPAL

Work Year: 205 Days - Determined by School Calendar and arranged with Supervisor

Salary: \$ 91,540 – \$127,483 annually depending on experience
The District offers a competitive salary schedule and benefit package.

Minimum Qualifications:

CREDENTIAL: Administrative Services Credential.

PREREQUISITES: Successful elementary and middle school level teaching experiences; excellent communication skills; strong commitment to working with children and adolescents and the parents and teachers of young; ability to handle multiple priorities and perform calmly in an active and sometimes stressful environment; knowledge of best practices in positive behavior support; enthusiasm for district and school extracurricular events. Ability to speak Spanish preferred not required.

JOB GOAL: To act as an administrative officer and instructional leader of the elementary school; to assist the Elementary School Principal in the development, implementation, evaluation and improvement of school district programs, policies and procedures.

PERSONAL QUALITIES: Maintain a professional appearance; meet District standards for physical and mental health; demonstrate enthusiasm for assignment and willingness to participate in supervision of extra-curricular activities; demonstrate ability to maintain cooperative relations with others. Must have perseverance, stamina and sense of humor.

Ability To:

Make decisions in accordance with laws, policies, regulations and procedures relating to school administration. Establish and maintain cooperative and effective working relationships with others. Identify and determine the nature of student problems and ways to provide appropriate assistance. Collect and analyze test conduct studies, keep records and prepare reports. Communicate effectively both orally and in writing.

Position Description:

REPRESENTATIVE DUTIES - Duties shall include, but are not necessarily limited to the following:

Enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.

Direct the evaluation and revision of extracurricular and co-curricular programs in cooperation with appropriate District administrators; communicate with teachers to those classroom policies for discipline; meet student needs and District requirements.

Arrange for school-level public relations and publicity for special events and achievements as appropriate.

Assist District Counselor with developing and directing an orientation program for new students.

Assure the health, safety, and welfare of students; oversee attendance, behavior management, counseling, guidance and other support services including the provision of individual academic and personal counseling to students and parents.

Coordinate the maintenance operations of the school plant; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.

Supervise, direct or attend a variety of student activities during the day or in the evening.

Assist with fund-raising activities when necessary.

Communicate with the superintendent relating to problems, concerns, activities, and achievements of students and staff.

Serve as an active member of the district management team.

Perform other duties as designated by the Elementary School Principal and/or the Superintendent.

DRAFT - 2026-2027 CERTIFICATED MANAGEMENT SALARY SCHEDULE

	A High School Principal and TK-8 Principal - 215	B High School Vice Principal - 210	C K-8 Principal (Moved to Range A 9/7/17) - 215	D Elementary Principal TK-6 (not currently in use) - 205	E Psychologist - 195 (8 hour day)	F Licensed Speech Therapist - 184 (8 hour day)	G Dean of Students / Elementary TK-8 Vice Principal - 205
1	\$96,174.00	\$92,283.00		\$79,572.00	\$80,081.00	\$83,253.00	\$91,540.00
2	\$98,580.00	\$93,885.00		\$81,562.00	\$82,084.00	\$85,334.00	\$93,830.00
3	\$101,043.00	\$96,232.00		\$83,601.00	\$84,135.00	\$87,468.00	\$96,174.00
4	\$103,569.00	\$98,638.00		\$85,691.00	\$86,239.00	\$89,654.00	\$98,580.00
5	\$106,159.00	\$101,105.00		\$87,834.00	\$88,395.00	\$91,895.00	\$101,043.00
6	\$108,813.00	\$103,632.00		\$90,030.00	\$90,605.00	\$94,193.00	\$103,569.00
7	\$111,533.00	\$106,221.00		\$92,281.00	\$92,870.00	\$96,547.00	\$106,159.00
8	\$114,321.00	\$108,878.00		\$94,587.00	\$95,192.00	\$98,961.00	\$108,813.00
9	\$117,180.00	\$111,600.00		\$96,952.00	\$97,571.00	\$101,435.00	\$111,533.00
10	\$120,110.00	\$114,390.00		\$99,375.00	\$100,011.00	\$103,971.00	\$114,321.00
11	\$121,310.00	\$115,534.00		\$100,370.00	\$101,011.00	\$105,011.00	\$115,464.00
12	\$122,523.00	\$116,689.00		\$101,373.00	\$102,021.00	\$106,060.00	\$117,774.00
13	\$127,424.00	\$118,966.00		\$103,351.00	\$104,011.00	\$108,130.00	\$120,129.00
14	\$128,698.00	\$120,155.00		\$104,385.00	\$105,050.00	\$109,211.00	\$122,532.00
15	\$129,985.00	\$121,357.00		\$105,428.00	\$106,102.00	\$110,303.00	\$124,983.00
16	\$132,522.00	\$123,725.00		\$107,485.00	\$108,172.00	\$112,455.00	\$127,483.00
17	\$133,816.00	\$124,961.00		\$108,559.00	\$109,253.00	\$113,579.00	
18	\$135,185.00	\$126,210.00		\$109,645.00	\$110,346.00	\$114,716.00	
19	\$137,823.00	\$128,673.00		\$111,783.00	\$112,498.00	\$116,953.00	

Effective: 07/01/2026

Principal: Masters Required
Doctorate - \$1,800

Board Approved: 04/08/2026

*Dollar amounts subject to change based on COLA for the 2026-2027 SY



169 Parkshore Drive Suite 110 Folsom CA 95630 • 916/939-2277 • 916/939-3320 fax • www.rescuetraininginstitute.com

Class Policy & Confirmation

March 19, 2026

Loretta Long
Biggs Unified School District

In order to serve you efficiently, Rescue Training Institute (herein referred to as RTI) would like you to read and understand our company policy.

Classroom Access: Please ensure that we have access to the training room at least 30 minutes before the scheduled start time.

Deposit: No deposit is required.

Returned check fee: A \$35 charge will be assessed for any check returned non-sufficient funds.

Extension of class time fee: \$25/quarter hour/per instructor, billed in full 15 minute increments. If class start time is unexpectedly delayed (i.e. students late, course before ran long, training room location issues), or using class time to conduct company business (i.e. meeting, training).

Late Payment: Payments are due net 30 days. Payments in excess of 60 will be levied a charge of \$20 per month and pro rated per day.

Scheduling Accurate Student Counts

Scheduling an accurate student count is important as our staff and equipment resources are allocated based on that student count. Less students in class may mean higher training costs for you, and excess students may result in some being turned away due to insufficient resources.

Less participants: Should your class size be less than as stated below, the overall cost for the course will remain unchanged. If we are notified at least 48 hours in advance a decrease in students, the total cost will be adjusted. If not notified, we will invoice for the student count given 48 hours prior. We are unable to make adjustments if notice is over the weekend by email or voicemail.

More participants: The 48 hour notice also applies if the size of your class is in excess of the agreed amount. RTI will attempt to secure additional staff and equipment to meet your needs. In either case, the more advance notice RTI receives, the more likely we will be able to meet your needs.

Adding additional students (over your scheduled student count) at the time of class will be at the discretion of the instructor.

Minimum # of participants: Should your course decrease to less than 8 students, we will still bill for 8. Out of town threshold is 10 students.

Late Policy: Please be on time! We ask all students to arrive 15 minutes prior to class. Students arriving more than 15 minutes late to class will not be permitted to attend the class in session and are considered a "No-Show." There are no refunds.

Rescheduling or Cancelling a Class	Cancellation Fee	Notes
Greater than 7 days prior to the class	None	Must confirm by calling us during business hours
7 days to 48 hours prior to the class	10% or \$35 min	Must confirm by calling us during business hours
48 hours to 5 hours prior to the class	10% or \$50 min	Must confirm by calling us during business hours
5 hours up to the scheduled start time	Billed in full	Must confirm by calling us during business hours
Client no-show	Billed in full	

ADA compliance: Should any student have special needs, please notify us in advance so we can make classroom accommodations if possible. As an employer, if you are enrolling a special needs student, it is your logistical & financial responsibility to address those needs (i.e. ASL interpreters).

Cleaning Fee: Should the training manikins be soiled after use on an unclean surface at the client's location, a cleaning fee of \$150 will be assessed. If we determine the equipment is no longer fit for use, RTI will invoice the client for the replacement cost.

Student Guides and Certifications

American Heart Association (AHA) classes

The AHA requires each student to have a textbook available before, during and after their class. If you have a current copy, bring it to class. If not, it's your responsibility to obtain one either in digital or printed format. Student certifications are available as digital eCards. Students will receive a link via email to access their card 48-72 hours after the class.

Health & Safety Institute (HSI) classes

Student guides are available as digital eBooks. Student certifications are available as digital eCards. Students will receive a link via email to access their cards and books approximately 48-72 hours after the class.

Pediatric First Aid, CPR & AED classes

Student guides are available as digital eBooks. Student certifications and attached CA EMSA stickers (if purchased) will be mailed approximately 48-72 hours after the class. Students will receive a link via email to access the eBook approximately 48-72 hours after the class.

Skills Sessions: Students that miss an on-site corporate skills session for any reason can reschedule to complete the session at our Folsom classroom. The cost is \$50 per student and must be completed within 60 days of their online training session.

What To Wear: Please inform participants to dress comfortably; if practicing CPR or First Aid skills be prepared to work on the floor.

Class Information

Class Fees

Company	Class Date	Time	#Students	#	Fee	Total
Biggs Unified School District	6-26-2026	8:00 - 5:00	8	# students scheduled:	8	\$0.00
Class: PediPlus First Aid/CPR/AED				Group/lecture fee:		\$1,200.00
Location: Biggs USD - 300 B Street, Biggs, CA 95917						
						Total: \$1200.00

CONFIRMATION & ACCEPTANCE

I certify that I have the authority to schedule courses for my agency/company. I acknowledge that I have reviewed the above course information and found it to be correct. And I have reviewed the course policy and agree to the terms therein.

To acknowledge your acceptance of our class policy & confirmation of the above class details, email this Course Policy/Class Confirmation back to us, with **ACCEPTED** in the subject line.



Class Policy & Confirmation

March 19, 2026

Loretta Long
Biggs Unified School District

In order to serve you efficiently, Rescue Training Institute (herein referred to as RTI) would like you to read and understand our company policy.

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Deposit: No deposit is required.

Returned check fee: A \$35 charge will be assessed for any check returned non-sufficient funds.

Extension of class time fee: \$25/quarter hour/per instructor, billed in full 15 minute increments. If class start time is unexpectedly delayed (i.e. students late, course before ran long, training room location issues), or using class time to conduct company business (i.e. meeting, training).

Late Payment: Payments are due net 30 days. Payments in excess of 60 will be levied a charge of \$20 per month and pro rated per day.

Scheduling Accurate Student Counts

Scheduling an accurate student count is important as our staff and equipment resources are allocated based on that student count. Less students in class may mean higher training costs for you, and excess students may result in some being turned away due to insufficient resources.

Less participants: Should your class size be less than as stated below, the overall cost for the course will remain unchanged. If we are notified at least 48 hours in advance a decrease in students, the total cost will be adjusted. If not notified, we will invoice for the student count given 48 hours prior. We are unable to make adjustments if notice is over the weekend by email or voicemail.

More participants: The 48 hour notice also applies if the size of your class is in excess of the agreed amount. RTI will attempt to secure additional staff and equipment to meet your needs. In either case, the more advance notice RTI receives, the more likely we will be able to meet your needs.

Adding additional students (over your scheduled student count) at the time of class will be at the discretion of the instructor.

Minimum # of participants: Should your course decrease to less than 8 students, we will still bill for 8. Out of town threshold is 10 students.

Late Policy: Please be on time! We ask all students to arrive 15 minutes prior to class. Students arriving more than 15 minutes late to class will not be permitted to attend the class in session and are considered a "No-Show." There are no refunds.

Rescheduling or Cancelling a Class	Cancellation Fee	Notes
Greater than 7 days prior to the class	None	Must confirm by calling us during business hours
7 days to 48 hours prior to the class	10% or \$35 min	Must confirm by calling us during business hours
48 hours to 5 hours prior to the class	10% or \$50 min	Must confirm by calling us during business hours
5 hours up to the scheduled start time	Billed in full	Must confirm by calling us during business hours
Client no-show	Billed in full	

ADA compliance: Should any student have special needs, please notify us in advance so we can make classroom accommodations if possible. As an employer, if you are enrolling a special needs student, it is your logistical & financial responsibility to address those needs (i.e. ASL interpreters).

Cleaning Fee: Should the training manikins be soiled after use on an unclean surface at the client's location, a cleaning fee of \$150 will be assessed. If we determine the equipment is no longer fit for use, RTI will invoice the client for the replacement cost.

Student Guides and Certifications

American Heart Association (AHA) classes

The AHA requires each student to have a textbook available before, during and after their class. If you have a current copy, bring it to class. If not, it's your responsibility to obtain one either in digital or printed format. Student certifications are available as digital eCards. Students will receive a link via email to access their card 48-72 hours after the class.

Health & Safety Institute (HSI) classes

Student guides are available as digital eBooks. Student certifications are available as digital eCards. Students will receive a link via email to access their cards and books approximately 48-72 hours after the class.

Pediatric First Aid, CPR & AED classes

Student guides are available as digital eBooks. Student certifications and attached CA EMSA stickers (if purchased) will be mailed approximately 48-72 hours after the class. Students will receive a link via email to access the eBook approximately 48-72 hours after the class.

Skills Sessions: Students that miss an on-site corporate skills session for any reason can reschedule to complete the session at our Folsom classroom. The cost is \$50 per student and must be completed within 60 days of their online training session.

What To Wear: Please inform participants to dress comfortably; if practicing CPR or First Aid skills be prepared to work on the floor.

Class Information

Class Fees

Company	Class Date	Time	#Students	#	Fee	Total	
Biggs Unified School District	5-13-2026	2:30 - 4:30	24	# students scheduled:	24	\$107.50	\$2580.00
Class: First Aid				Group/lecture fee:			
Location: Biggs USD - 300 B Street, Biggs, CA 95917				Split Class Fee	24	\$10.00	\$240.00
Class Part 1							
						Total:	\$2820.00

Company	Class Date	Time	#Students	#	Fee	Total	
Biggs Unified School District	5-20-2026	2:30 - 5:00	24	# students scheduled:	24	\$0.00	\$0.00
Class: Adult/Child First Aid/CPR/AED				Group/lecture fee:			
Location: Biggs USD - 300 B Street, Biggs, CA 95917							
Class Part 2							
						Total:	\$0.00

CONFIRMATION & ACCEPTANCE

I certify that I have the authority to schedule courses for my agency/company. I acknowledge that I have reviewed the above course information and found it to be correct. And I have reviewed the course policy and agree to the terms therein.

To acknowledge your acceptance of our class policy & confirmation of the above class details, email this Course Policy/Class Confirmation back to us, with **ACCEPTED** in the subject line.

BIGGS UNIFIED SCHOOL DISTRICT

April 08, 2026

Item Number: 13 G

Item Title: Mountain View Food Purchasing Cooperative with Shasta Union HSD

Presenter: Analyn Dyer

Attachments: Cooperative Contract 2026/27
Mount View Cooperative Handbook.

Item Type: Consent Agenda Action Report Work Session Other

Background/Comments:

The U.S. Department of Agriculture (USDA) Food and Nutrition Service requires the California Department of Education (CDE) to conduct Local Agency Procurement Reviews. (LAPR).

To comply with Federal and State purchasing regulations, the Biggs Unified School District aims to continuously participate in the Mountain View Food Purchasing Cooperative.

Over the past two years, the Co-op has been hosted by the Enterprise School District, and starting 2026/27, the new host district will be the Shasta High Union School District.

Fiscal Impact:

The Fiscal Year 2026/27 membership fee of \$250.00 to be deducted from the Fund 13-Child Nutrition Fund, representing an increase of \$75.00 from the current Fiscal Year 2025/26.

Recommendation:

The Administration recommends that the Board approve the membership application to Mountain View Food Purchasing Cooperative as presented.

Mountain View Cooperative

This Mountain View Cooperative is a collection of school districts that participate in the Federal School Nutrition Programs. This document is intended to outline the purpose and responsibilities of the Governing Body, Member Districts, and use of membership fees.

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1. PURPOSE

The purpose of the Mountain View Cooperative is to provide a collaborative structure for Northern California School Nutrition Programs to support cooperative efforts including purchasing coordination, shared communication, and training opportunities for participating districts. By entering into this agreement the cooperative will provide the following services to each member district:

- Annual bid documents
- Procurement Review documents available via google drive
- Annual training opportunities

2. MEMBERSHIP

2.1 Eligible Members

Membership is open to School Nutrition Programs and public agencies in California. As of 2025-2026 school year the Cooperative is comprised of approximately **58 districts**.

2.2 Membership Term

Membership are renewed on an annual basis

2.3 Membership Fee

The membership fee for SY 26–27 is: \$250 per district Invoiced out by March 1st annually, or within 30 days of signing up as a member. Invoices not paid by June 1st will incur a \$50 late fee.

2.4 Membership Due Date

Membership payment is due no later than: **May 1, 2026 (5/1/2026)**

Membership is not considered active until payment is received.

3. COOPERATIVE GOVERNANCE

3.1 Governing Structure

The Mountain View Cooperative Governing structure consists of the following positions:

- Lead District
- Assistant Lead District
- Treasurer
- Secretary
- Board Member

3.2 Board Responsibilities

The Board is responsible for overseeing membership coordination, fiscal planning, communication, and cooperative activities, including training and support for member districts.

Board Member Positions & Responsibilities

- Lead District
 - Host Funds
 - Not in Fund 13
 - Send out Bid Commitment Sheet
 - Advertise Bid
 - Bid Award Agreement
 - Point of Contact for State/Vendors
 - Update Bid Package
 - Collect All Bids
 - Coordinate any elections
 - Coordinate Training for Members
 - Information sheet on what is mt. view and why are you a member
- Assistant Lead District
 - Create the Commitment Sheet
 - Data Input of the Commitment Sheet Each School
 - Consolidate Commitment Sheet for the Vendors Bid Package
 - Price lists
 - Heartland
 - Titan
 - eTriton
- Secretary
 - Document Meetings & Bid Opening
 - Update Website/Google Drive
- Treasurer
 - Bill District
 - AR
 - Document Revenue & Expenditures
- Board Member
 - Contact List
 - Update Contact Sheets
 - Create & Update Member Responsibilities
 - Board Member Contact List

4. USE OF MEMBERSHIP FUNDS

Membership fees collected for will be used to support Cooperative operations and member services.

4.1 General Allocation

The Cooperative will allocate membership funds as follows:

A. Program Support (20% of Total Membership Collected)

20% of total membership collected will be reserved for:

- Training Stipends
- Advertisements
- Software Fees

B. Board Stipends / Compensation

From the total membership collected, the Cooperative will distribute funds as follows:

- 40% stipend for the **Lead District**
 - 30% stipend for the **Assistant Lead District**
 - 10% stipend for the **Treasurer**
 - \$250 stipend for the **Secretary**
 - \$250 stipend for the **Training Chair**
-

5. MEMBER RESPONSIBILITIES

- Submit the required membership fee by **5/1/2026**.
 - Maintain an active School Nutrition Program and comply with applicable federal and state regulations.
 - Participate in Cooperative communications as needed (contact updates, announcements, etc.).
 - Submit commitments to lead district annually
 - Support Cooperative practices and collaboration among member districts.
 - In the event an agency determines its membership in the Co-Op is no longer desirable, the Agency may submit its intention to withdraw, in writing, to the Lead District. The Co-Op will expect the agency to honor its obligations with respect to any purchasing or commodity commitments made during the time of its membership in the Co-Op..
-

6. FINANCIAL TERMS

6.1 No Guarantee of Savings

Membership in the Cooperative does not guarantee pricing, cost savings, or specific vendor outcomes.

6.2 Fiscal Oversight

The Treasurer will maintain records of collected membership fees and disbursements consistent with this MOU and Cooperative Board direction.

7. TERM AND TERMINATION

7.1 Term

Membership is evaluated on an annual basis. Board Positions will be revisited on a three year basis.

7.2 Voluntary Withdrawal

A Member may withdraw from the Cooperative by submitting written notice to the Board. Membership fees are non-refundable unless otherwise approved by the Board.

8. NON-DISCRIMINATION

The Cooperative and its Members agree to comply with all applicable non-discrimination laws and regulations, including those related to School Nutrition Programs.

Fwd: Thanks for filling out this form: Mountain View Cooperative Membership

1 message

John Strattard <jstrattard@biggs.org>

Fri, Mar 27, 2026 at 8:11 AM

To: Analyn Dyer <adyer@biggs.org>

This is the confirmation I received when I filled out the co-op agreement. and got the W9

----- Forwarded message -----

From: **Forms Response Receipts** <forms-receipts-noreply@google.com>

Date: Mon, Feb 23, 2026 at 11:01 AM

Subject: Thanks for filling out this form: Mountain View Cooperative Membership

To: <jstrattard@biggs.org>

Google Forms

Thanks for filling out this form: Mountain View Cooperative Membership

You're receiving this email because you filled out the following form using your email address. **This form is owned by Shasta Union High School District.** Make sure you recognize and trust this form before copying or clicking on any links. If it looks suspicious, **report it.**

Here's what was received.

Mountain View Cooperative Membership

This form is dedicated for Mountain View Cooperative members to submit their renewal information for the 2026-2027 school year.

This forms fullfills the requirement for the Letter of Commitment and Mt. View Renewal. Please note that Commitment sheets will be sent out in early February 2026 and invoices for payment will be sent out by March 2026. All payments must be sent in by May 1, 2026 to avoid a late fee.

Please note by submitting this form you are electronically signing the Memorandum of Understanding with the Mt. View Cooperative for the 2026-2027 school year and agreeing to the Mt. View Cooperative Handbook. All files will be available to you via google drive after the bid has been awarded.

This form must be submitted by March 1st, 2026.

Email *

jstrattard@biggs.org

Memorandum of Understanding:

This agreement is between the school district listed below and the Mountain View Cooperative for the 2026-2027 school year.

The Mountain View Cooperative is integral in helping Northern California School Districts obtain fair and reasonable market pricing on food items and nonfood paper items related to feeding our students. By entering into this agreement the cooperative will provide the following services to each member district:

- Annual bid documents
- Procurement Review documents available via google drive
- Annual training opportunities

Member districts agree to the following requirements:

- Submit this form by March 1st, 2026 for the 2026-2027 school year
- Provide payment by May 1st, 2026 to Shasta Union High School District

This agreement is effective January 1st, 2026- December 31st, 2026 but Member Pricing will be effective August 1, 2026-July 31, 2027.

Membership Fee \$250 per district. There is a \$50 late fee for anything received after June 1st, 2026.

Make check payable to "Shasta Union High School District" and mail to 2200 Eureka Way, Redding, CA 96001, attention Tawny Cowell. Once you submit your response you will receive a confirmation notice and a link to SUHSD W-9 to prepare payments.

Member Contact Information:

School District Name: *

Biggs Unified School District

Number of School Sites *

3

Total Enrollment *

301 to 900 students ▼

Member Contact First Name: *

John

Member Contact Last Name: *

Strattard

Position Title: *

Fod Service Director

Email Address: *

jstrattard@biggs.org

Secondary Email Contact

Optional secondary contact for all Mt. View Correspondence

Telephone Number *

5305701963

Mailing Address (Street Address, City, State, Zip Code): *

300 B Street Biggs, Ca. 95917

Billing Address (Street Address, City, State, Zip Code): *

300 B Street Biggs, CA.95917

Options for Bid

What products will you be bidding with Mountain View Cooperative:

Single Site or Warehouse Drop Multiple Site Drops

Dry/Canned	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold/Frozen	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non Food	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Produce	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Bid Item Preference: We are interested in your feedback on doing a line item or market basket bid. Our intention is to go with the majority vote from our members on this. See the descriptions below: *

Market Basket Bid

A **Market Basket** bid is awarded based on the vendor's pricing for a **set list of commonly purchased items** (the "basket"). The total cost of that basket is compared across vendors to determine the lowest overall price.

Key points:

- Pricing is based on the **total cost of the entire basket**
- Items represent what districts buy most often
- The awarded vendor typically provides **most items**, even if not every single item is the lowest price
- Helps evaluate vendors using a **realistic shopping list**

Best for: Overall cost comparison and awarding to a vendor who offers the best "total package" pricing.

Line Item Bid

A **Line Item bid** is awarded by comparing pricing **item-by-item**, and vendors may win **individual products** rather than the whole group.

Key points:

- Each product is awarded based on the **lowest cost per item**
- Multiple vendors may be awarded (split awards)
- Allows districts to select the **best price for each specific item**
- Can take more time to manage ordering across vendors

Best for: Getting the lowest price on specific products and allowing flexibility in vendor selection.

No preference ▼

Please list all delivery locations below for Dry/Canned, Cold/Frozen, & Non Food items.

Include Site Name & Delivery Address:

*

IE: Shasta High School - 2500 Eureka Way, Redding, CA 96001

Biggs High School 3046 2nd Street Biggs, CA. 95917 Biggs Elementary School 300 B Street Biggs, CA. 95917

Please list all delivery locations below for Produce.

Include Site Name & Delivery Address:

*

IE: Shasta High School - 2500 Eureka Way, Redding, CA 96001

Biggs High School 3046 2nd Street Biggs, CA. 95917 Biggs Elementary School 300 B Street Biggs, CA. 95917

What do you use to keep track of products or inventory? *

We will be trying to format all final bid data to be able to upload into an electronic inventory system and want to do our best to encompass all of our members.

All Paper - Nothing Electronic

eTriton

Excel

Moasic


Titan

Web Smart

Other: _____

Please upload a copy of your W-9 so we can send you an invoice. *

Submitted files

 BIGGS W9 - John Strattard.pdf

Please type your name below to certify that the district & member contact listed above is committing to the the MOU with Mountain View Cooperative for the 2026-2027 school year.

John Strattard

Create your own Google Form

Does this form look suspicious? Report

--

John A. Strattard

Food Service & MOT Director

Biggs Unified School District

300 B. St

Biggs, Ca 95917

530-868-1281 Ext 8106

BIGGS UNIFIED SCHOOL DISTRICT

April 08, 2026

Item Number: 13 H

Item Title: Renewal Contract Services with Foster and Foster Actuaries and Consultants

Presenter: Analyn Dyer

Attachments: GASB 75 Actuarial Services for the Three-Year Term

Item Type: Consent Agenda Action Report Work Session Other

Background/Comments:

Governmental Accounting Standards Board (GASB) Statement 75 requires local government and school districts that prepare Government Accepted Accounting Principles GAAP- compliant financial statements to report the total liability in the Statement of Net Position in their government-wide financial statements.

Since 2007, the district has worked with DFA, LLC, now Foster & Foster, to perform the actuarial valuation of the retiree health insurance program. This report compared valuation performance as of June 30th each year to assess how liabilities have changed since the last valuation. To comply with GASB 75, this report supplements the work of the Financial Auditors in the preparation of the district's financial statements.

Fiscal Impact:

2025-26: \$ 5,000, and \$1,000 each year for 2026/27 and 2027/28, Fund usage from the General Fund.

The contract services has increased by \$2,000 since 2024.

Education Impact:

None

Recommendation:

The Administration recommends that the Board approve the three-year term contract services with Foster and Foster Actuaries and Consultants.



March 31, 2026

Dear Analy:n:

Thank you for this opportunity to provide the District with the following proposal for actuarial services. Biggs Unified School District has been a valued client of DFA, LLC, since 2007. Foster & Foster acquired DFA effective January 1, 2024, and we are committed to continuing our relationship with the District for many years to come.

Fees

Our flat fee, for the scope of work (described below) will be as follows:

Actuarial Report as of July 1, 2025	\$5,000
GASB 75 footnote information for fiscal year ending June 30, 2026	\$1,000
GASB 75 footnote information for fiscal year ending June 30, 2027	\$1,000
Virtual meetings with District staff or board to present or discuss reports ¹	No Charge
Total Fee	\$7,000

¹ In-person meeting requests will be subject to time and expense fees.

Scope of Work

Foster & Foster will provide Biggs Unified School District with an actuarial report as of July 1, 2025, setting forth all District liabilities of the postretirement health benefit program, including a projection of District expenditures under the plan. Our report will contain the following information:

- Determination of postretirement benefit obligations and components of expense in accordance with Statement No. 75 of the Governmental Accounting Standards Board for fiscal year beginning July 1, 2025.
- Alternative amounts for prefunding the obligations as a percent of covered employee payroll.
- Reconciliation of Total OPEB Liability with the prior actuarial report.
- Roll-forward of Net OPEB Liability to GASB 75 measurement date.
- Summary of plan provisions, actuarial assumptions, and certification.


The scope also includes:

- Preparation (or review) of the GASB 75 footnote information at the time the District prepares its financial statements for fiscal years ending June 30, 2026 and June 30, 2027.
- Meeting (virtual or by telephone as requested) with District staff or board to explain the report and discuss any other issues or concerns. In-person meeting requests will be subject to time and expense fees.

Feel free to call us with any questions about this proposal.

Sincerely,

Foster & Foster Consulting Actuaries, Inc.

CONTRACTOR		District	
Signature:		Signature:	
Name:	Carlos Diaz	Name:	
Title:	Senior Consulting Actuary	Title:	
Date:	March 31, 2026	Date:	

Biggs Unified School District		
GO Bond Series A		
Building Fund 21		
		Remarks/Location
Total Cash in Treasury- Beg	\$6,000,000.00	
Add Interest Earned	\$18,613.16	3/31/2025
Add Interest Earned	\$62,003.18	6/30/2025
Add COI refund	\$760.00	7/8/2025
Add Interest Earned	\$64,097.30	9/30/2025
Add Interest Earned	\$60,935.24	12/31/2025
Total Cash Building Fund	\$6,206,408.88	
Less Expenditures		
Bond Cost of Issuance	\$120,000.00	District Admin
Isom Advisors Services	\$36,700.00	District Admin
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
Nichols, Melburg, Rossetto	\$12,817.50	Architect Roof Project
Environmental Science- DO	\$2,375.00	District Office Roofing
R&R Horn	\$19,568.00	RCA
Total Expenditures	\$493,560.50	
Net Cash in Treasury 03/31/26	\$5,712,848.38	
Current Projects		
Schreder & Associates	5% of Actual Project	Project Management Services
Nichols, Melburg, Rossetto	\$259,675.00	Architectural Services- Middle School Classromm
Nichols, Melburg, Rossetto	\$489,150.00	Architectural Services- Middle School Gym
Michael Roberts Construction	\$169,072.00	District Office Roofing
Ray Dalton Construction	\$15,000.00	District Office Roofing
Nichols, Melburg, Rossetto	\$57,800.00	BHS Roofing
Mid Pacific Engineering	\$19,600.00	BHS Gym and Classroom Buildings

Projects Location										
	RICHVALE	Parking Lot-E	BHS	Middle Scho	District Offi	District Wid	Total			
June-Aug Asbestos Abate	\$302,100.00						\$302,100.00			
District Wide Admin Services						\$156,700.00	\$156,700.00			
New Classroom Bldg				\$259,675.00			\$259,675.00	Architect -Exclude reimbursement		
New Gym Building				\$489,150.00			\$489,150.00	Architect -Exclude reimbursement		
Roofing			\$57,800.00		\$197,239.50		\$255,039.50	Architect + MRoberts Construction/ Testing/ Ray Dalton		
Engineering Services			\$19,600.00				\$19,600.00			
TOTAL	\$302,100.00	\$0.00	\$77,400.00	\$748,825.00	\$197,239.50	\$156,700.00	\$1,482,264.50			